

WordPerfect

CLIPART INSERTED

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Click on the blue, underlined text to go to its linked reference.



1. To insert a clipart, from the MenuBar, select Insert > Graphics > Clipart.

2. In the Scrapbook (**Figure 1**):

- ❶ Click on the category.
- ❷ Click on image.
- ❸ Click on “Insert” button.

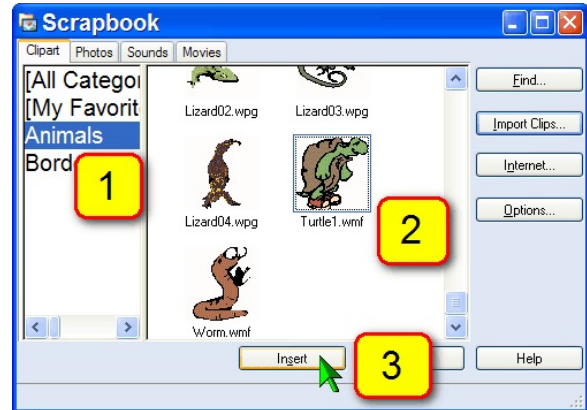


Figure 1

3. The clipart is inserted into your document. Click on “Close” button (**Figure 2**).

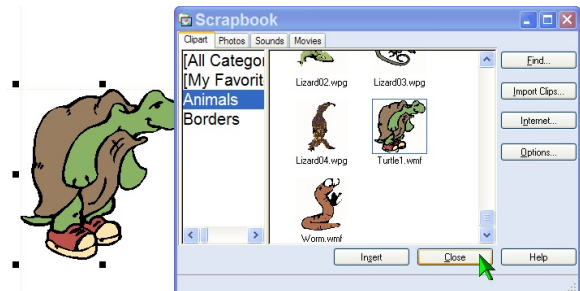


Figure 2

4. Your image appears where your cursor appears.

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