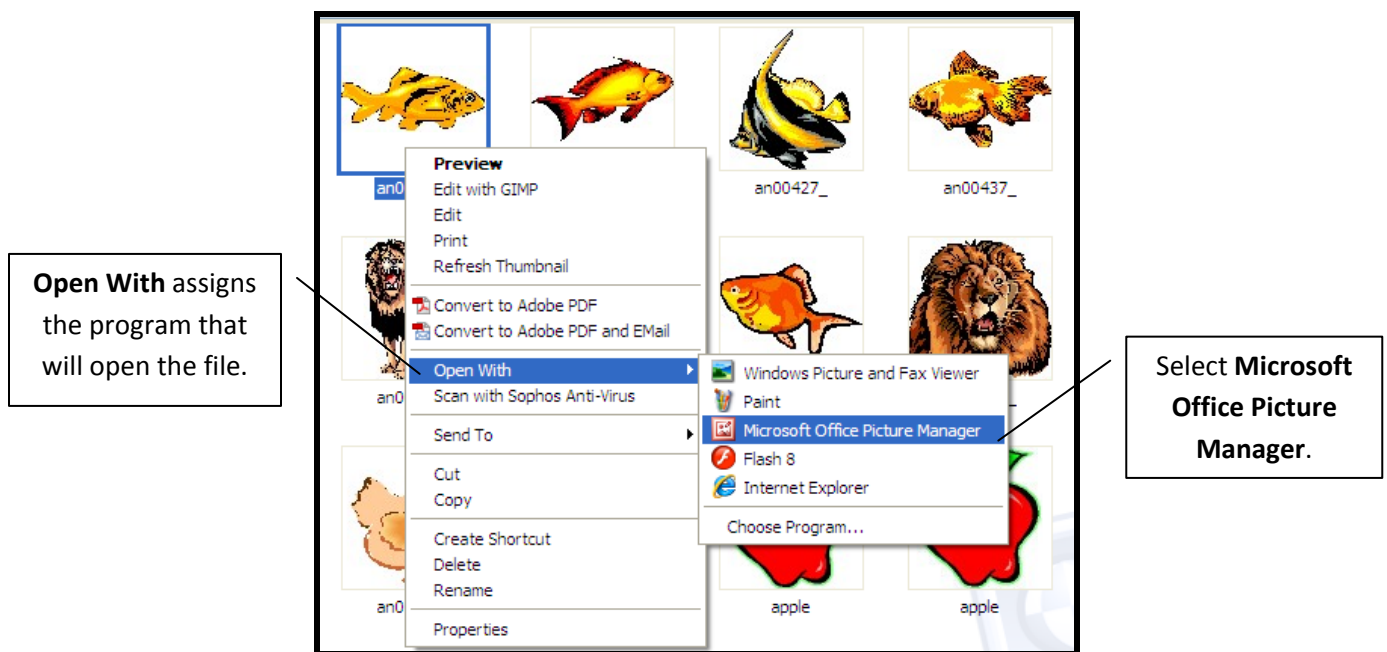


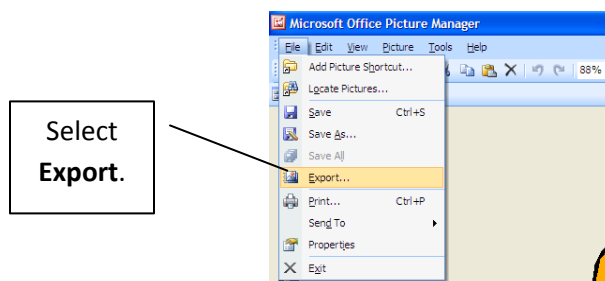
How to Convert a Clip Art File to a JPEG or PNG File

Sometimes you need to work with a Microsoft Clip Art file, but it is not in a file format that some software recognizes (e.g., Photo Story 3). In that case, you may need to change the file format before working with the graphic. These are the steps.

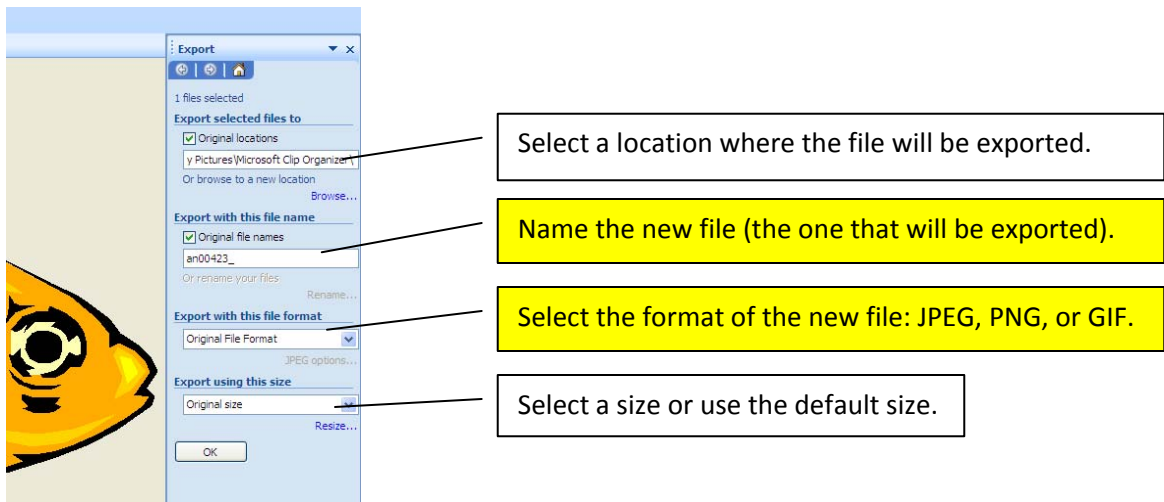
1. Access the folder **My Documents > My Pictures > Microsoft Clip Organizer**.
2. Right-click on the graphic that you want to convert. Depending on the programs you have installed on your computer, you may see several options.
3. Click on the **“Open with”** option. Then select **“Microsoft Office Picture Manager”**. See figure below.



4. Once the graphic opens in Microsoft Office Picture Manager, go to **File**, and select **Export**.



5. On the right-hand side of the window, the Export Pane opens. Select the settings for the new file (use the diagram below), and click OK. The highlighted features are steps that should be done.



6. Locate the new file in the location where you saved it. If you did not change the location, then it will be saved in the same folder (My Documents > My Pictures > Microsoft Clip Organizer).