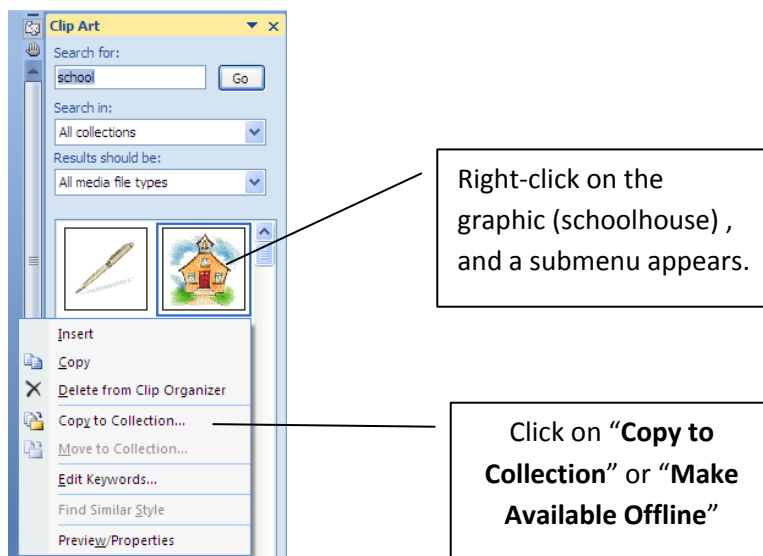


# How to Save Microsoft Clipart to Your Computer

1. Open the Clip Art Gallery.
2. Search for the graphic you want to use. For example, “school”.
3. Right-click on the graphic (while still in the gallery). Depending on whether the image is already available on your computer or is part of Clip art on Office Online (has a globe icon), you will see a submenu with either of two options – **“Copy to Collection”** or **“Make Available Offline”**.



4. You can now find the graphic in following folders:  
**My Documents > My Pictures > Microsoft Clip Organizer**