

# Using Images

There are two ways to insert an image into an Appleworks document.

## 1. To insert clipart from the library

The pointer tool inserts the image as a graphic object. A graphic object can be easily resized and moved around the page. It operates separately from the text.

To insert clipart from the Appleworks library go to the File menu and drag to Library. From there you can choose from among several libraries.



The text tool inserts the image as text.

## 2. To insert clipart from the Internet.:

- Login as teacher
- Go to [www.google.com](http://www.google.com)
- Click on images
- Search for an image
- Hold down your mouse and click on **SAVE THIS IMAGE AS** in Netscape or **DOWNLOAD IMAGE TO DISC** in Explorer
- Save the image
- Insert the image into your Appleworks document
- If the image is copyrighted, name the web page the image is from