**Finding Clipart images in Microsoft Office**

Microsoft Office now uses images from the search engine, Bing, for their “Clip Art” section. This new feature creates a simple search (such as the word “bear”) to come up with photographs instead of the typical cartoon clip art images.

 Here are some search tips to help guide your search when looking for cartoon clip art images

1. Add the word “clipart” to your search terms. Ex: Bear, Clipart
2. Add the word “cartoon” to your search terms. Ex: Bear, Cartoon
3. Add the word “drawing” to you search terms. Ex: Bear, Drawing
4. Expand your search by choosing alternative keywords that relate to your topic. Ex: instead of “Bear, Clipart” search for “Cub, Clipart” or “Grizzly, Clipart”

\*\* If you are using MS Office with your students, please be aware of the random photos that may appear. Bing does have a safe search filtering system in place, so nothing offensive *should* show up. However, the search does seem to occasionally have random, unrelated pictures that do not fit the search topic.