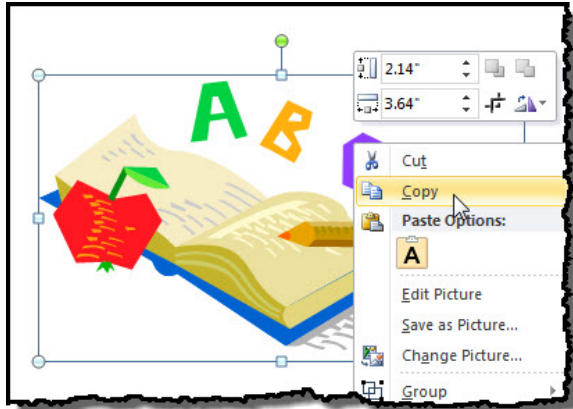


Converting Clip Art to a .jpg

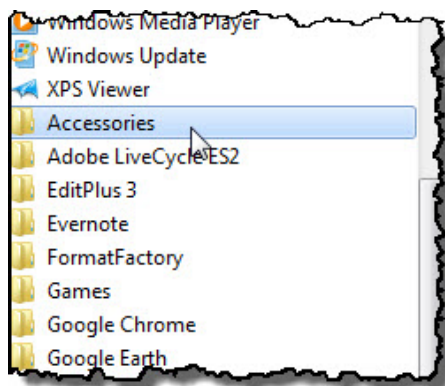
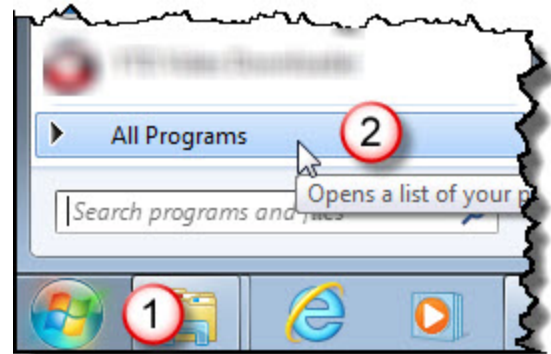


Many programs, such as Microsoft Word, have a variety of clip art that you may want to use on your Architeck page. However, it cannot be copied from a Word document and inserted into your Architeck page. You can convert this image to a .jpg file type by utilizing a free program that comes on all Windows computers.

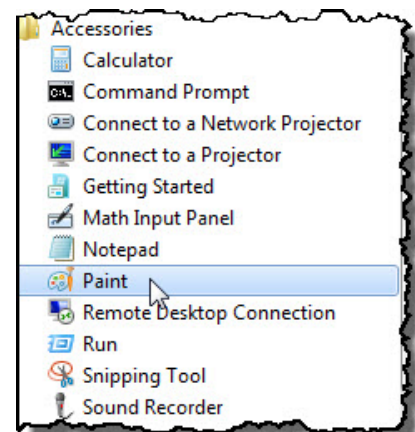


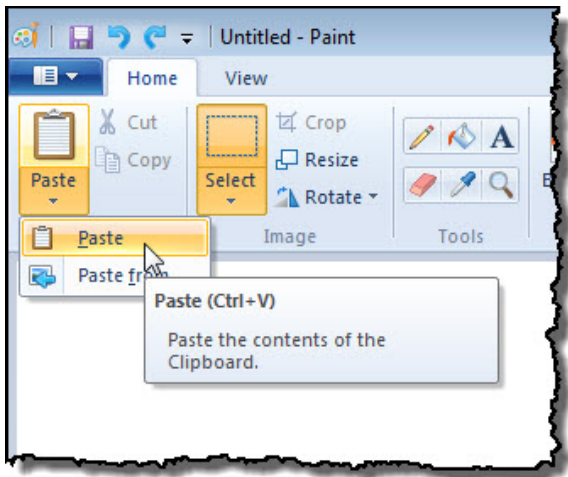
Find the clip art that you want to use and insert in into a Word document. Right-click on top of the image and select “**Copy**”

(1) In the bottom left corner of your screen, click on **Start** and then move your mouse over (2) **All Programs**.



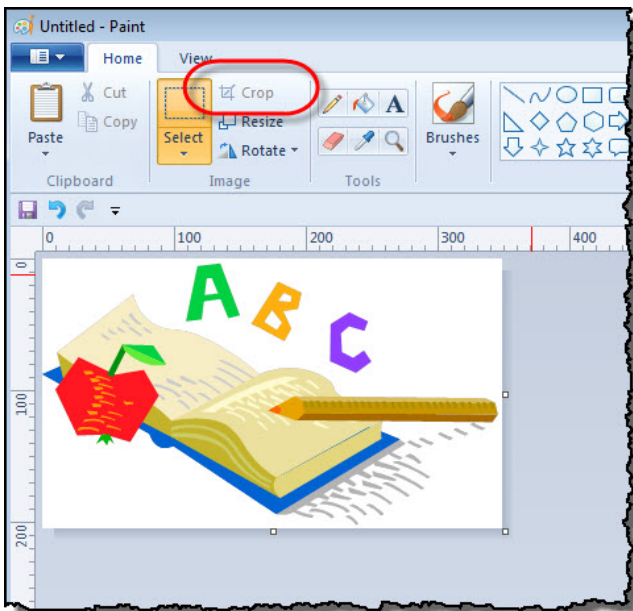
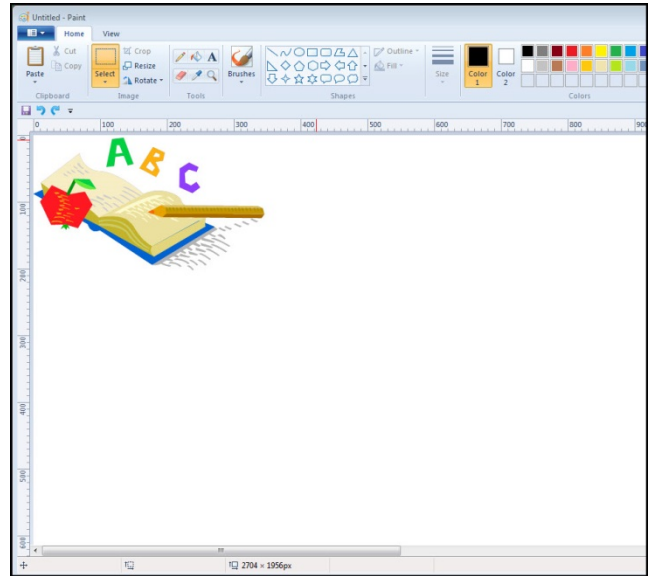
Select **Accessories** and then select **Paint**.



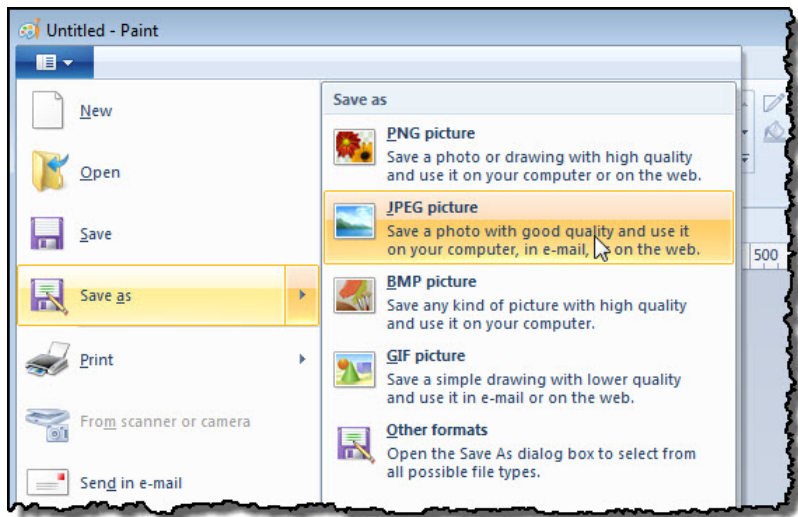


Select **Paste** to insert the clip art into Paint.

If you save the image now as a .jpg and uploaded it to Architeck, it would have all of the white area around it as you see it in the image.



To eliminate the white around the outside of the clip art click one time on the image to select it. Click on "**Crop**." The excess white space is gone.



Click on the drop-down in the upper-left corner of the Paint window.

Select:

- **Save as**
- **JPEG picture**
- **Then save your picture**

Your image has been saved as a jpg and can be uploaded to your Architeck page.