Convert .wmf Files (from Microsoft’s Clip Art Site) to .gif for the Web
Choose **Clip art** from the drop-down menu.

Type a search term.

Click **Go**.
Click to put a checkmark under the images you want to download.

Your selections will be added to the **Selection Basket**.

When you're finished selecting items, click here.
Download

Selection Basket Details
Selected items: 5
Download size: 113 KB (<1 min @ 56 Kbps)
Review basket

Media Application
Import into Clip Organizer version 2002 or newer
Media files will be stored in your My Pictures\Microsoft Clip Organizer folder.

Download Instructions
1. Click the Download Now button.
2. If prompted, click the Open option.

Click Download Now.
Click **Open**.
You may close this window.
Open **My Documents > My Pictures > Microsoft Clip Organizer**.
All images downloaded from Microsoft's media library will be placed in this folder. As you can see, many of them are .jpg files, and are already suitable for the web.

Graphics files, however, are usually in .wmf format, which is not suitable for the web.

In the next steps, we'll convert them to .gif files.
Right-click a .wmf image. Choose **Open With > Microsoft Office Picture Manager**.
Click File > Export...
We want to save our converted image to a different folder (our website folder or newsletter folder.)

Click **Browse**.
Navigate to the folder you want to save the image in, then click **Open**.
Type a new, descriptive name for the image. (Do not use spaces or any special characters.)

Type: graduate
Use the arrow to access the dropdown menu to choose a size for the image.

Clip art usually looks best at its smallest, so the E-mail - Small setting is a great choice.
Check over your settings one last time, then click 
**OK**.
You may close this program.

Your converted image will be found in the file you placed it in, and the original, resizeable .wmf image is still located in its original location in case you ever need it in a bigger size.
If you require further assistance, please complete a Request for Technical Support:

Faculty Support | Student Support