Help with iCLIPART For Schools

Below is a basic overview of iCLIPART For Schools. Please read on to learn how to search for images, sounds and fonts, download them, and open them:

Keyword Searching

  1. Enter keyword(s) into the "Search:" field.
  2. Choose a content section from the pull-down menu (Clipart, Photos, Photo Objects, Fonts, Sounds, Flash Animations or Web Graphics).
  3. Click the "Find" button.

When you find the image or font you want, click once on its thumbnail to preview and choose your file format. From there you can transfer the image or font to your computer. (See "Downloading Images" or "Downloading Fonts" below.)

Advanced Searching

  1. Click on the "Search by Category" link below the search box.
  2. Enter keyword(s) into the "Search:" field.
  3. If you wish to exclude any keywords from the results then include them in the "Exclude:" box.
  4. You can either choose to "Match All" or "Match Any" of your keywords.
  5. If you wish to search only within a category then choose which one you want from the drop-down.
  6. You can choose to limit results only to color or black & white images if required by clicking on the appropriate checkboxes.
  7. Click the "Find" button.

Browsing Categories

  1. Click a content section tab (Clipart, Photos, Photo Objects, Fonts, Sounds, Flash Animations or Web Graphics).
  2. Select a category from the text links below.

When you find the image or font you want, click once on its thumbnail to preview and choose your file format. From there you can transfer the image or font to your computer. (See "Downloading Images" or "Downloading Fonts" below.)

Downloading Images

  1. Click the Download link corresponding to the appropriate file type (JPG, GIF, PNG, EPS, AI, WMF, SVG, PDF, PICT, WAV or ZIP).
    * JPG, GIF and PNG images can be downloaded in five different sizes according to your needs.
  2. You will now see our comprehensive download instructions with a "Download" button below. Left click on this "Download" button.
  3. The next step will depend on the file type you're downloading:
    * EPS, AI, WMF, SVG, PDF, PICT, WAV or ZIP: Click Save File or Save this file to disk.
    * PNG, GIF or JPG: A larger image will appear in a new browser window. Right-click (Windows) or click-hold (Macintosh) on it, then choose Save Picture or Save Image from the pop-up menu.

NOTE: Images saved to the desktop are easier to find!

Downloading Fonts

1. Click the Download link for the ZIP file containing the Windows TrueType font.
2. If asked, click Save or Save this file to disk. (NOTE: Files saved to the desktop are easier to find!)
3. Extract the font's files:
    * Windows: Un-Zip the zip file using a Zip utility. If you don't have one, you can download WinZip, ZipBack Pro, or StuffIt Expander.
    * Macintosh: Most Macintosh browsers extract files to your desktop automatically. On the off chance you don't have a StuffIt program already, get StuffIt Expander from Aladdin Systems.
4. After extracting your font files, you'll need to install them. See below for further instructions.

Installing Windows Fonts

1. After un-Zipping the font, choose Settings from the Start menu.
2. Select Control Panel.
3. Open the Fonts folder.
4. Choose Install New Font... from the Font folder's File menu.

NOTE: You'll usually need to quit, then reopen the application to see your newly installed fonts.

Installing Mac Fonts (OS 9 and below)

1. Make sure the font is un-Zipped.
2. Drag the font to your closed System Folder.
3. Click OK when it tells you the files will be put in the font folder. Be sure to drag the font suitcases to the closed system folder -- NOT the whole font folder.

NOTE: You'll usually need to quit, then reopen the application to see your newly installed fonts.

Installing Mac Fonts (OS X)

1. If the folder did not automatically extract - open the downloaded folder to extract it to your desktop – then open the extracted folder. Leave this window open - select "File" from the Finder menu – select "New Finder Window. Click on the "Home" icon in the new Finder Window – locate the "Library" folder and open it. Locate the "Fonts" folder – drag the downloaded font to the "Fonts" Folder. Close both windows. Once you have moved the font to the Font Library, the folder on the desktop should be empty and can be moved to the trash.

NOTE: You'll usually need to quit, then reopen the application to see your newly installed fonts.

Opening Images and Fonts

1. Launch the image editor or word-processing application that you would like to use to open your image or font.
2. Open the image or font. The procedure for this will depend on what application you're using -- check its help documentation for further instructions.

NOTE: Selecting Open from the File menu will work in many image editors. Selecting Picture - From File from the Insert menu will work in many word-processing applications.

If you need any further help please contact us at support@iclipart.com or 800-713-0398 (M-F 9:00am-5:00pm EST).