

# Creating a Bulleted Bug List

## Importing Images to Make a Picture Bullet

1. Open a new word document.
2. On the **Format** menu, select **Bullets and Numbering**.
3. Select the **Bulleted** tab and click **Picture**.
4. Click Import Clips and located a saved image.
5. Click **Import** and the new picture becomes a bullet in the picture bullet gallery.

**Or**

6. Click **Clips Online** to copy an image from the web.
7. Right click selected image and left click copy.

## Using Clip Art to Make a Picture Bullet

1. Open a new word document.
2. On the **Insert** menu, select **Picture** and then **Clipart**.
3. Type in the word bugs in the search field
4. Select and insert your bug of choice.
5. Resize the bug. Select a corner handle and make the bug small.
6. Right click on the bug and select cut.
7. On the **Format** menu, select **Bullets and Numbering**.
8. Select the **Bulleted** tab, click **Picture**
9. Select the paste symbol, the second button under the unhighlighted arrows, or press ctrl + v.
10. If a word busy menu pops up, select cancel. Your picture will now be in the picture bullet gallery.