













ADDING CLIPART

Clips are copyright-free images of ClipArt, Photographs, Sounds, and Movie clips. Clips may be used to enhance any Office document. Clips may be inserted from Microsoft's Clip Gallery or from files installed from other sources. It is also possible to download ClipArt images from the Web. The objects at the right are examples of clipart.



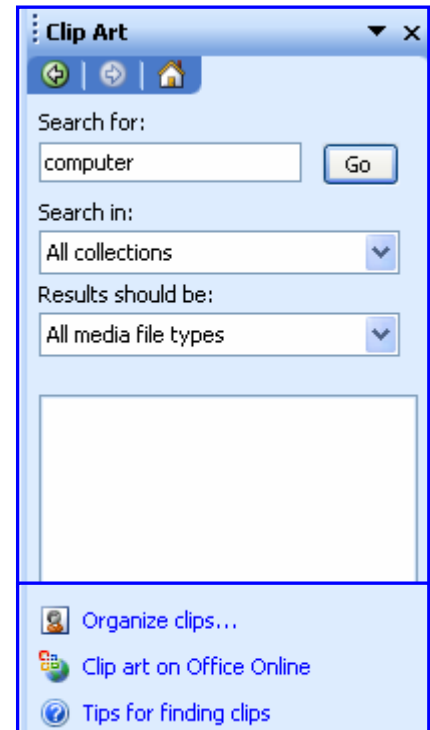
Picture Toolbar

The Picture Toolbar is used to format a ClipArt object in a document. The table below explains what each button on the toolbar is used for.

Button	Image	Used to
Insert Picture		Insert a picture into a document. The Insert ClipArt button on the Drawing toolbar will perform the same task.
Color		Make a picture black and white, shades of gray, or a watermark.
More Contrast		Change the contrast of a picture's image.
Less Contrast		Change the contrast of a picture's image
More Brightness		Make a picture brighter.
Less Brightness		Remove some of the brightness from a picture.
Crop		Remove or cut away portions of a picture or ClipArt object.
Rotate Left		Rotate the object 45-degrees at a time. To rotate the object 90-degrees, click the button twice.
Line Style		Change the thickness of the border of a picture or ClipArt object.
Compress Pictures		Reduce the size of the file and to reduce download time from the Web.
Text Wrapping		Choose how text is going to be placed around a picture. There are several options available such as Top and Bottom, Square, and Tight.
Format Picture		Make changes such as borders, size, and wrapping to an object.
Set Transparent Color		Make a portion of an object transparent (the same color as the background).
Reset Picture		Reset the picture back to its original format. Even after a document has been saved, the Reset Picture button restores the object to its original format.

Inserting Clips

- ✦ Click the area in the document where the clip will be inserted.
- ✦ Click **Insert** on the **Menu Bar**.
- ✦ Choose **Picture** from the list of options.
- ✦ Choose **ClipArt**.
- ✦ The **Insert ClipArt Task Pane** will be displayed to the right of the document.
- ✦ In the text box under **Search for** input a category for the clip that is to be inserted.
- ✦ Click the **Search in** drop-down arrow to select the area that is to be searched. The options are:
 - ✦ **Everywhere** - Searches the three areas below for clip art images.
 - ▣ **My Collections** - Searches clip art that has been added from CDs, DVDs, or the Web to the clip art gallery.
 - ▣ **Office Collections** - Searches the clip art images that are supplied by the Office 2003 program.
 - ▣ **Web Collections** - Searches the Microsoft Clip Art collection on the Web.
- ✦ Click the **Results should be** list arrow to select one of the following options:
 - ✦ **All Media Types** - Searches from all the areas listed below.
 - ✦ **Clip Art** - Searches just for clip art images.
 - ✦ **Photographs** - Searches just for photographs, but not clip art images.
 - ✦ **Movies** - Searches the gallery for movies.
 - ✦ **Sounds** - Searches the gallery for sounds.
- ✦ Click the **Go** button to find the clips that match the specified criteria.
- ✦ A gallery of clips will appear. (See the illustration on the right.)
- ✦ To insert the Clip Art image, do one of the following:
 - ✦ Click the image.
 - ✦ Move the Mouse Pointer over the image, click the drop-down arrow, and then choose **Insert**.
- ✦ Format the picture as desired. See the section on **Modifying Clip Art Images** for how to accomplish this.



Inserting a Picture or ClipArt From a File


- ✦ Click where the picture is to be inserted.
- ✦ Click **Insert** on the **Menu Bar**.
- ✦ Choose **Picture** from the list of choices.
- ✦ Click **From File** from the popup menu.
- ✦ The **My Pictures** folder will open with picture images displayed.

- ✦ If the desired picture is not located in this folder, do one of the following:
 - ✦ Click the **Look in** drop-down arrow to look for the folder where the image is stored.
 - ✦ Click one of the options in the pane on the left of the window to move to a different folder.
- ✦ Do one of the following:
 - ✦ Double-click the image that is to be used.
 - ✦ Click the image and then click **Insert**.
- ✦ Format the picture as desired. See the next section for information on how to accomplish this.


MODIFYING CLIP ART IMAGES

After a clip art or a picture has been inserted into a document, changes to the image may be made. These changes include cropping (cutting out) a section of the image. In addition, it is possible to change the color to grayscale, black and white, or watermark. A watermark is when text or graphics appear behind existing text.

Cropping a Picture



- ✦ Click the picture or clip art image to select it. 
- ✦ Click the **Crop** button on the **Picture** toolbar.
- ✦ Drag the sizing handles until the border surrounds the area to be cropped. The corner sizing handles or the ones on the sides and top and bottom of the picture may be used.
- ✦ Release the mouse button.

Choosing a Color Type

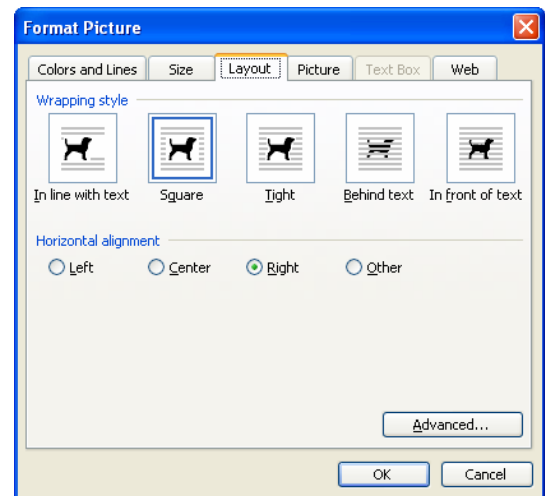
- ✦ Click the object whose color type is to be changed. 
- ✦ Click the **Color** button on the **Picture** toolbar.
- ✦ Click one of the Image Control options.
 - ✦ **Automatic** - Displays the image in the default coloring of the image in the ClipArt gallery.
 - ✦ **Grayscale** - Displays the image in whites, blacks, and grays
 - ✦ **Black & White** - Displays the image in black and white coloring.
 - ✦ **Washout** - Displays the image in whites and very light colors. With a Washout, text may be placed over the image.

Text Wrapping

The text wrapping feature is used to allow text to wrap around an image. Text wrapping can be applied to a picture or a clip art image. This means that the image can appear anywhere in a document without interfering with the text.

- ✦ Click the picture for which **Text Wrapping** is to be applied.
- ✦ Do one of the following:
 - ✦ Click the **Text Wrap** button on the **Picture** toolbar. 
 - A list of possible Text Wrap options will appear.
 - Click the desired option to apply it to the image.
 - ✦ Click the **Format Picture** button on the **Picture** toolbar. 
 - The **Format Picture** dialog box will display.
 - Click the **Layout** tab.
 - Click one of the options under **Wrapping Style**.

- ▣ Click one of the options under **Horizontal Alignment** to specify where the picture should align to.
- ▣ To locate additional **Text Wrap** features, click the **Advanced** button and then the **Text Wrap** tab.
- ✦ Right-click the image and then choose **Format Picture**.
 - ▣ The **Format Picture** dialog box will display.
 - ▣ Click the **Layout** tab.
 - ▣ Click one of the options under **Wrapping Style**.
 - ▣ Click one of the options under **Horizontal Alignment** to specify where the picture should align to.
 - ▣ To locate additional **Text Wrap** features, click the **Advanced** button and then the **Text Wrap** tab.
- ✦ Click **Format** on the **Menu Bar** and then select **Picture**.
 - ▣ The **Format Picture** dialog box will display.
 - ▣ Click the **Layout** tab.
 - ▣ Click one of the options under **Wrapping Style**.
 - ▣ Click one of the options under **Horizontal Alignment** to specify where the picture should align to.
 - ▣ To locate additional **Text Wrap** features, click the **Advanced** button and then the **Text Wrap** tab.



Formatting the Image

Once an image has been inserted it may be necessary to apply additional formatting, such as border. This can be accomplished using the Format Picture dialog box.

- ✦ Click the image that is to be formatted.
- ✦ Do one of the following:
 - ✦ Click the **Format Picture** button on the **Picture** toolbar.
 - ✦ Right-click the image and then select **Format Picture**.
 - ✦ Click **Format** on the **Menu Bar** and then select **Format Picture**.
- ✦ The **Format Picture** dialog box will display.
- ✦ Click the **Colors and Lines** tab to make changes to the colors of the lines in the picture. This formatting option may not be available for all pictures.
- ✦ Click the **Size** tab, to make changes to the size of the image. This can be accomplished by changing both the Height and **Width** of the picture or by changing the **Scale Percentage**.
- ✦ Click the other tabs in the dialog box to see what is available.



To apply other formatting to the image, click the buttons on the **Picture** toolbar.