















ADDING CLIPART OR PICTURES

Clips are copyright-free images of ClipArt, Photographs, Sounds, and Movie clips. Clips may be used to enhance any Office document. They 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 Picture toolbar is used for.

Button	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	 This option is used to reduce the size of the file and to reduce download time from the Web.
Recolor Picture	 Change the basic colors of an object.
Format Object	 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 or Pictures

- ❖ 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 **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** – To search the three areas below for clip art images, click the check mark for this option.
 - **My Collections** – This option is used to search for clip art that has been added from CDs, DVDs, or the Web to the clip art gallery.
 - **Office Collections** – To search for clip art images that are supplied by the Office XP program, click this option.
 - **Web Collections** – To search the Microsoft Clip Art collection on the Web, choose this option.
- ❖ Click the **Results should be** drop-down arrow to select one of the following options:
 - **All Media Types** – To search for items from all the areas listed below, click this option.
 - **Clip Art** – To search just for clip art images, use this option.
 - **Photographs** – To search just for photographs, but not clip art images or any of the other images, choose this option.
 - **Movies** – To search the gallery for movies, click this option.
 - **Sounds** – To search the gallery for sounds, choose this option.
- ❖ Click the **Go** button to find the clips that match the specified criteria.
- ❖ A gallery of clips will appear. (See the illustration at 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 do 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. See the illustration above.

- ❖ 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.
- ❖ 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 section on Modifying Clip Art Images for how to do this.

Modifying Clips Art Images

After a clip art image 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. It is also possible to change the colors of a clip art image.

Cropping a Picture

- ❖ Click the picture or clip art image to select it.
- ❖ Click the **Crop** button on the **Picture** toolbar (see illustration at right).
- ❖ 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 (see illustration at right).
- ❖ Click one of the **Image Control** options
 - **Automatic** - This option displays the image in the default coloring of the image in the ClipArt gallery.
 - **Grayscale** - This option displays the image in whites, blacks, and grays.
 - **Black & White** - Use this option to display the image in black and white coloring.
 - **Washout** - When this option is used, the images will display in whites and very light colors. With a Washout, text may be placed over the image.



Recoloring an Image

- ❖ Click the object for which the colors are to be changed.
- ❖ Click the **Recolor Picture** button on the **Picture** toolbar (see illustration at right).
- ❖ The **Recolor Picture** dialog box will appear.
- ❖ Click one or more of the check boxes on the left of the **Original** list.
- ❖ To change that color, click the list arrow beside the boxes under **New**.
- ❖ Pick a color from the palette that appears.
- ❖ To locate additional colors, click the **More Colors** link.
- ❖ Click **OK** once all the changes have been made.

