















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.

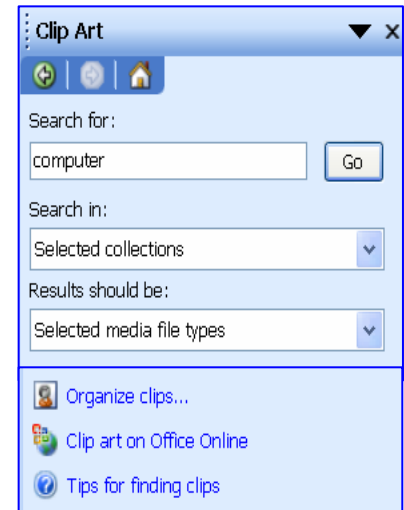
Picture Toolbar

The Picture Toolbar is used to format a ClipArt object in a document. The table below illustrates and explains what each button on the 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 make the image 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 and Formatting ClipArt

- ❖ Move to the paragraph area in the document where the Clip Art image is to be inserted.
- ❖ Choose **Insert** on the **Menu Bar**.
- ❖ Click **Picture** from the list of options.
- ❖ Choose **ClipArt** from the list of choices. The **ClipArt Task Pane** will appear (see the illustration at right.)
- ❖ In the **Search** text box, input the type of Clip Art you are searching for, such as basketball.
- ❖ Click **Search**.
- ❖ Click the **Search in** drop-down arrow to select the area that is to be searched. The options are:
 - **Everywhere** – When this option is chosen, the next three areas in this list will be searched for clip art images.
 - **My Collections** – This option is used to search for clip art that has been uploaded 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, choose this option.
 - **Web Collections** – To search for images in 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** – When this option is chosen, the four other areas shown in this list will be searched.
 - **Clip Art** – To search just for clip art images, choose this option.
 - **Photographs** – Choose this option to search just for photographs, but not for clip art images.
 - **Movies** – To search the gallery just for movies, choose this option.
 - **Sounds** – To search the gallery just for sounds, choose this option.
- ❖ Click the **Go** button to find the clips that match the specified criteria.
- ❖ A gallery of clips that matches the specified criteria 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**.
- ❖ Click the **Close** button in the upper right corner of the **Task Pane** to exit the **ClipArt Task Pane**.
- ❖ Click the **Wrapping** button on the **Picture** toolbar.
- ❖ Choose the type of wrapping to apply to this image from the list of choices.
- ❖ To adjust the size of the image so it will look better on the page, click and drag the handles on each corner of the image.



- ❖ To make sure the image aligns evenly with the left or right margin:
 - Click the **Format Picture** button on the **Picture** toolbar.
 - Click the **Layout** tab.
 - Click the **Left** or **Right** option button.

Modifying ClipArt 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.

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 **Image Control** button on the **Picture** toolbar.
- ❖ Click one of the following Image Control options:
 - **Automatic** - To display the image in the default coloring of the image in the ClipArt gallery, choose this option. This is the default.
 - **Grayscale** - To display the image in whites, blacks, and grays, choose this option.
 - **Black & White** - To display the image in black and white coloring, choose this option.
 - **Washout** - To display the image in whites and very light colors, choose this option. With a Washout, text may be placed over the image.

Inserting a Picture or ClipArt from a File

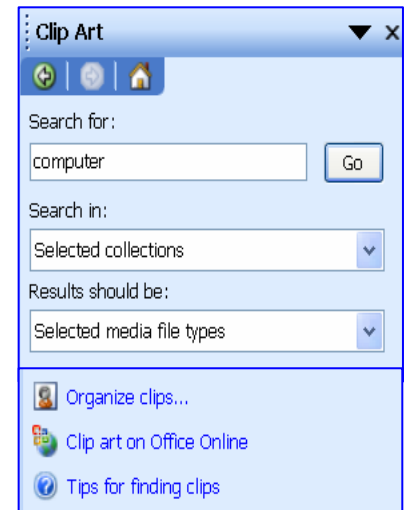
- ❖ Click where the picture is to be inserted.
- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Choose **Picture** from the list of choices.
- ❖ Click **From File** from the popup menu.
- ❖ The **My Pictures** folder will open with picture images displayed.
- ❖ If the desired picture is not located in this 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. These options are:
 - **My Recent Documents** - This option displays the last fifteen documents that have been opened on the computer. An icon appears beside the document that indicates which program the document was opened in.
 - **Desktop** - This option displays documents that have been stored on the desktop. The desktop is the window that you see when you first start the computer. It is also possible to locate other storage areas such as the hard (c) drive
 - **My Documents** - This is usually the main storage area for documents that you have created and is probably the area where these files would be stored.
 - **My Computer** - To find documents located on the hard (c) drive, choose this option.

- **My Network Places** – If your computer is connected to a Network, this will allow you access to that area.
- ❖ 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 information on how to do this.

Inserting ClipArt from the Internet

Downloading

- ❖ Choose **Insert** from the **Menu Bar**.
- ❖ Choose **Picture** from the list of options.
- ❖ Choose **ClipArt** from the list of choices.
- ❖ Click the **Clip Art on Office Online** button located in the lower part of the **Clip Art Task Pane** (see illustration at right).
- ❖ The **Microsoft Office Online Web page** will appear. This site allows you to download images from the Web.
- ❖ In the first **Search** box, choose a type of clip from the drop down list.
- ❖ Input the type of picture you are searching for in the second **Search** box.
- ❖ Click the **Go** button beside the second **Search** box.
- ❖ The first twelve images of the chosen category will display.
- ❖ In the **Select Page** bar in the Window, use the **Next arrows** to move from page to page.
- ❖ To download the clip, click the check box under the image.
- ❖ A message will appear in the **Search** bar with a red arrow. The message will say **Download ___ item**. The number displayed will be determined by the number of clips that have been selected.
- ❖ When all the images have been selected, click the **Download** button.
- ❖ The **Download Active X Control for Office Online** window will appear.
- ❖ Click the **Continue** button to move to the next step in the download process.
- ❖ The **Download** window will display.
- ❖ Click the **Download Now** button in this window.
- ❖ The **File Download** dialog box will appear.
- ❖ Click the **Open** button.
- ❖ A dialog box will appear showing the status of the download.
 - This option places the clip in the **ClipArt Organizer** under a folder called Downloaded Clips.
 - Check the Title Bar of the dialog box that appears to see which folder in the Downloaded Clips folder the clip is stored in.
- ❖ To download more than one clip, click the box under the clip.
 - Continue to search for more clips, clicking the box for each one.
 - Click the area where it says **Download ___ clips**.
 - A message will appear showing information about the clips selected.
 - Click the **Download Now** link to download the clips.



- ❖ The **File Download** dialog box will display showing the status of the download.
- ❖ The clips will download to your **Microsoft Clip Organizer**.
- ❖ They will be placed under a folder called **Downloaded Clips**.
- ❖ Close the **Clip Organizer** window.
- ❖ To insert the image into the document, do one of the following:
 - Input the type of image in the **Search for** box in the **Clip Art Task Pane**.
 - Click the **Go** button.
 - The clips that were downloaded will appear in the images in the **Clip Art Task Pane**.
 - Click the drop down arrow next to the image that is to be inserted into the document and then choose **Insert**.

Saving a Clip to a Folder

Almost any image on the Internet can be saved for use in a document. The image has to be saved to a folder on your computer. To do this, complete the following steps:

- ❖ Locate the image to be copied.
- ❖ Click with the right mouse button.
- ❖ Choose **Save picture as** from the list of options to place it in the **My Pictures** folder for future use.
- ❖ In the **My Pictures** folder, input a name for the picture in the **File Name** box.
- ❖ Click the **Save** button.
- ❖ Once the image has been saved, choose **Insert** from the **Menu Bar**.
- ❖ Choose **Picture** from the list of options.
- ❖ Choose **From File** from the list of choices.
- ❖ Choose the image from the **My Pictures** folder or another folder where the image was stored.
- ❖ Click **Insert** to place the image in the document.

Copying a Clip

- ❖ Locate the image to be copied.
- ❖ Right click the image.
- ❖ Choose **Copy** from the list to place the picture on the Clipboard.
- ❖ Go to the document and choose **Paste** to place the copied image into the document.
- ❖ When copying and pasting from the Internet, the image becomes a link to the Web page that the image was taken from.