

ClipArt Basics

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.

Inserting and Formatting ClipArt

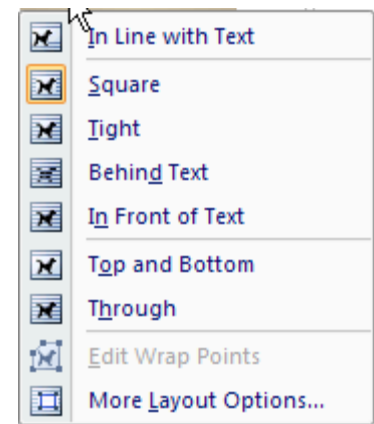
- ❖ Move to the paragraph area in the document where the Clip Art image is to be inserted.
- ❖ Click the **Insert Tab**.
- ❖ In the **Illustrations Group** click the **Clip Art** button.
- ❖ The **Clip Art Task Pane** will display (see illustration at right).
- ❖ In the **Search** text box, input the type of Clip Art you are searching for, such as computer.
- ❖ 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 File 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**.



Applying Text Wrapping

Text wrapping is applied to images so that text can wrap around or above and below the image. It also makes it possible to move the image around within the document.

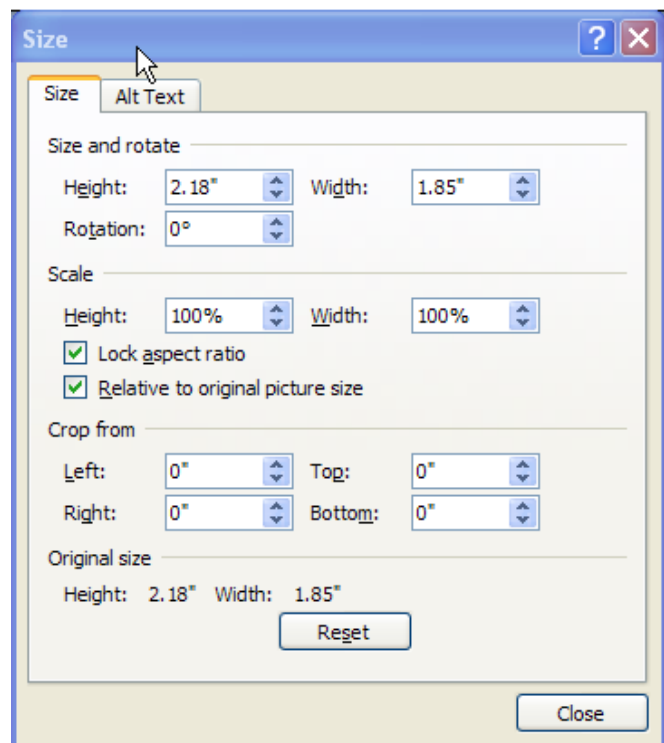
- ❖ Click the **Format Tab** under the **Picture Tools Contextual Tab**.
This tab will display when the picture is selected.
- ❖ Click the **Text Wrapping** button.
- ❖ Choose the type of wrapping to apply to this image from the list of choices.



Changing Image Size

The size of an image can be changed by clicking the corner handle of the image and then dragging to the left or right. Selecting the corner handles will resize the image proportionately. Resizing the picture with the left-right or up-down handles will distort the image. It is also possible to change the image in the Format Image dialog box.

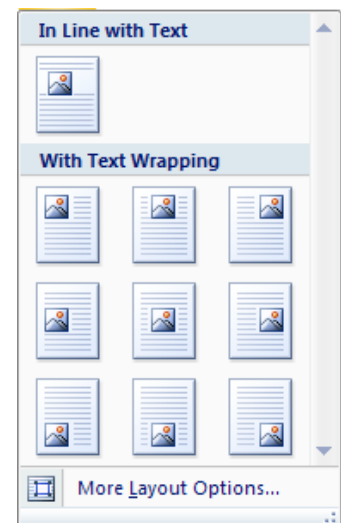
- ❖ Select the image for which the size is being changed.
- ❖ Click the **Format Tab** under the **Picture Tools Contextual Tab**.
- ❖ In the **Size Group**, click either the **Height** or the **Width** spinner arrows to change the size.
- ❖ For a more precise sizing of the image:
 - Click the **Dialog Box Launcher** button in the **Size Group**. This button is in the bottom right corner of the **Size Group** box.
 - To keep the correct proportion for the image, place a check mark in the **Lock Aspect Ratio** box.
 - Insert the size into either the **Height** or **Width** box to specify the size for the image. The opposite measurement will change as the other one is changed.
 - To change the percent of the original size for the image, change the percent in either the **Height** or **Width** box.
 - To reset the image back to the original size, click the **Reset** button.
 - Click the **Close** button when all the changes have been made.



Aligning an Image

This option is used to make sure the image aligns evenly with the left or right margin:

- ❖ Select the image for which the size is being changed.
- ❖ Click the **Format Tab** under the **Picture Tools Contextual Tab**.
- ❖ Click the **Position** button in the **Arrange Group**.



- ❖ A gallery of different image positions will appear (see illustration on previous page).
- ❖ Move the mouse pointer over each of the options to display the position in Live Preview.
- ❖ Once the desired position is determined, click that option.
- ❖ For additional Layout Options, click the **More Layout Options** link.
- ❖ The **Advanced Options** dialog box will display.
- ❖ Make changes such as Alignment in this dialog box.
- ❖ Click **OK** to exit the dialog box and apply the changes.