

Using Clip Art in Publisher

Clip Art is available through many sources. You can download clip art from the web or purchase clip art CD-ROMs at computer stores. Microsoft Office comes with its own collection. In this case, we are discussing the clip art that comes with Microsoft Office, although many of the same formatting options will apply to clip art from any source.

Inserting a Clip Art

1. Click on the *Picture Frame* shortcut button on the *Object* toolbar.
2. Click on *Clip Art* from the fly out menu.



OR

1. Click on *Insert* from the *Menu Bar*.
2. Click on *Picture* from the drop down menu.
3. Click on *Clip Art* from the fly out menu.

To search for a specific type of image:

1. Click once in the white text entry box at the top of the Task pane under *Search for*:
2. Type in one or more keywords that describe the picture desired.
3. Press the *Enter* key on the keyboard or click on the *Go* button.
4. Scroll through the selection of clip art shown. Once you have decided on an image, click on it once to transfer the picture to your publication.
5. To close the *Clip Art* task pane, click on *View* from the *Menu Bar* and then click on *Task Pane* from the drop down menu.

Remember: Pictures with the yellow stars in the lower right corner are animated and will not have available all of the features described below.

The Picture Toolbar

The Picture toolbar should come up as soon you select an image. If it is not:

1. Click on *View* from the *Menu Bar*.
2. Click on *Toolbars* from the drop down menu.
3. Click on *Picture* from the fly out menu.



Sizing the Picture

1. Position your mouse pointer over one of the handles (they can be squares or circles) and notice that the mouse pointer changes to a double-headed black arrow.
2. Using this new mouse pointer, click, hold down the left mouse button, and drag the mouse away from the picture to increase the size or drag toward the center of the picture to decrease the size.
3. Release the left mouse button when finished.



Remember: Using the top, bottom, left, or right handles will distort the picture. To keep the original proportions, use the corner handles! If a picture becomes too distorted, click the *Reset Picture* button on the *Picture* toolbar.

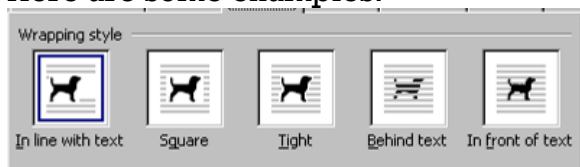
Moving the Picture

1. Place the mouse pointer somewhere in the center of the picture. Your mouse pointer should now be a four-headed black arrow.
2. Click the left mouse button and hold it down. With the left mouse button still depressed, move the image to the new area. A dotted outline box will indicate the new location of the picture.
3. Release the left mouse button.

Note: If you change the text wrapping of a picture first and then try to move the picture, you might see a dotted box with your mouse pointer when you click and a dotted line will indicate the future position of the picture. It is much easier to move the picture with *Square* or *Tight* text wrapping.


Text Wrapping

Text wrapping controls the relationship of the picture to the text around it. Here are some examples:




To Change the Text Wrapping:

The picture must always be selected first. To do this, click once on the picture. You can tell when it is selected because you will be able to see the handles.

- Using the *Picture* toolbar:
 1. On the toolbar, click the *Text Wrapping* button. 
 2. From the drop down menu, click on the type of text wrapping you want (i.e. *Square*, *Tight*, etc.).
- Using the *Menu Bar*:
 1. Click on *Format* in the *Menu Bar*.
 2. Click on *Picture* from the drop down menu.
 3. Click on the *Layout* tab on the *Format Picture* dialog box.
 4. Click on one of the options to choose the style of text wrapping.
 5. Click on the *OK* button to return to the document and apply the text wrapping.

Cropping a Picture

1. Select the picture by clicking on it once. 
2. On the *Picture* toolbar, click on the *Crop* button.
3. Your mouse pointer will change to the cropping icon.
4. Click and drag the appropriate handle on the picture. Notice that you are now cropping, or removing parts of, the picture instead of resizing it.

NOTE: Other changes can be made to your picture using the *Format Picture* menu option. Make sure your picture is selected, then click on *Format* from the *Menu Bar* and *Picture* from the drop down menu or click on the *Format Picture* button on the *Picture* toolbar. 