

## Using Clip Art in Word & PowerPoint

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.

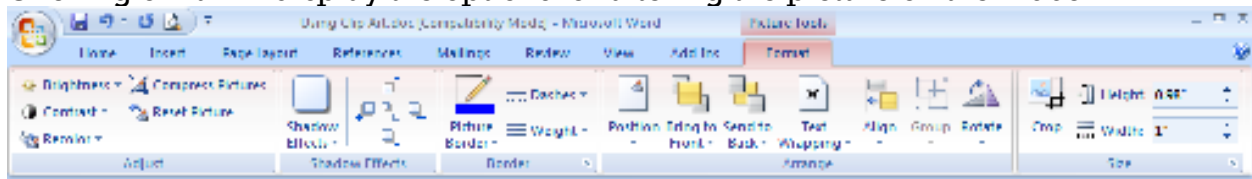
### Choosing a Picture

1. Click once to position your cursor in your document where you want the picture to be placed.
2. Click on the *Insert* tab on the *Ribbon*.
3. Click on the *Clip Art* command in the *Illustrations* group.
4. The *Clip Art* task pane will open on the right hand side of the page.
5. 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 *Search* button.
6. 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 document. The selected image will appear wherever your cursor was located in the original document.
7. To close the *Clip Art* task pane, click on the small *X* in the right hand corner of the task pane.

**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 Tab

The *Picture Tools* tab should come up on the *Ribbon* as soon you select an image. Clicking on it will display the options for altering the picture on the *Ribbon*.



### 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 on the *Reset Picture* command in the *Adjust* group on the *Picture Tools* tab on the *Ribbon*.



## Cropping a Picture

1. Select the picture by clicking on it once. You should now see the eight handles around the picture.
2. On the *Picture Tools* tab on the *Ribbon*, click on the *Crop* command in the *Size* group.
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.
5. Click on the *Crop* command again to turn off the cropping tool.



## Moving the Picture

1. Place the mouse pointer somewhere in the center of the picture.
2. Click the left mouse button and hold it down. A dotted box should now be hanging off the mouse pointer.
3. With the left mouse button still depressed, move the image to the new area. A dotted line will appear where the picture's new location will be.
4. Release the left mouse button.

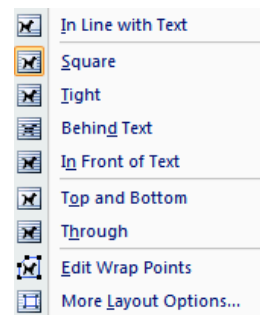
**Note:** If you change the text wrapping of a picture first and then try to move the picture, you will see a four-headed black arrow as your mouse pointer when you click and a dotted outlined box will indicate the future position of the picture. It is much easier to move the picture after changing the text wrapping.

## Text Wrapping

Text wrapping controls the relationship of the picture to the text around it.

### To Change the Text Wrapping:

1. Select the picture by clicking on it once. You should now see the eight handles around the picture.
2. On *Picture Tools* tab on the *Ribbon*, click on the *Text Wrapping* command in the *Arrange* group.
3. From the drop down menu, click on the type of text wrapping you want (i.e. *Square*, *Tight*, etc.).



## Compressing a Picture

Compressing a picture reduces its file size, thereby reducing the overall size of the document it is in. If you need to make a file smaller to be able to save it or send it via email, this is an effective way to do that.

1. Select the picture by clicking on it once. You should now see the eight handles around the picture.
2. Click on the *Compress Pictures* command in the *Adjust* group on the *Picture Tools* tab on the *Ribbon*.
3. On the *Compress Pictures* dialog box, click on the *OK* button.
4. On the second *Compress Pictures* dialog box, click on the *Apply* button.
5. You must save the document again after completing these steps to reduce the file size of the current document.