

# HOW TO . . .

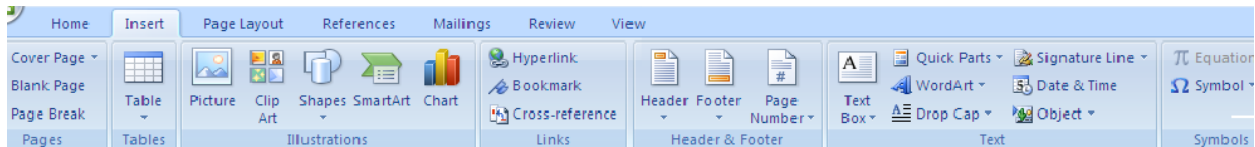


## Enhance Your Work With Clip Art and Graphics

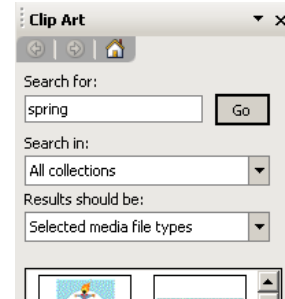
Whether you are in Word, PowerPoint, Excel, or Publisher 2007 you can make your file unique by utilizing the drawing tools and/or inserting and manipulating clip art or graphic files.

### Inserting Clip Art/Graphics

1. Go to the **Insert** tab at the top of your screen.

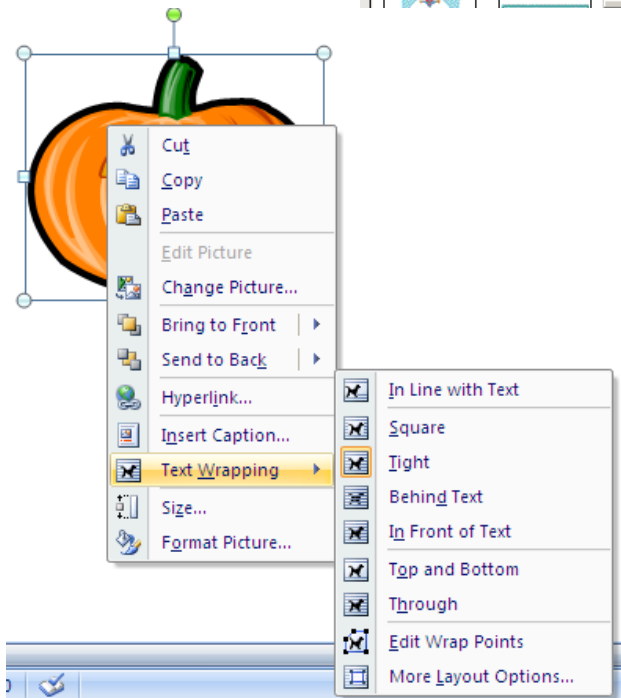


2. Click on **Clip Art** if you want to select art from the ClipArt Gallery or click on **Picture** if you have a picture stored somewhere on your hard drive, flash drive, or CD drive.
3. You have choices of where you want to search: All collections or specific collections as well as the type of media you want. Click into the area *Search for: . . .* Type a descriptive word, then click **Go**. Chances are you'll see a variety of clip art that suits your needs. Note that there is generally a scrollbar on the right which indicates additional choices.
4. Once you've located the picture you want, simply click on your selection. This will insert the clip art.



### Changing Text Wrap

1. At this point it is generally advisable to change the text-wrap properties of the clip art or graphic to make it more maneuverable.
2. If you click on the clip to make it active, you will notice small circles or boxes will appear around the clip object (called *handles*).
3. Now **right-click** on the clip to bring up menu options.
4. Click on the **Text Wrapping**.
5. Select either **Tight** or one of the other settings, depending on what you want the text around the clip art to do. Then click **OK**.
6. At this point you can move the picture anywhere on the document by holding your mouse button down in the middle of the picture (the cursor will be a **4-sided arrow**) and



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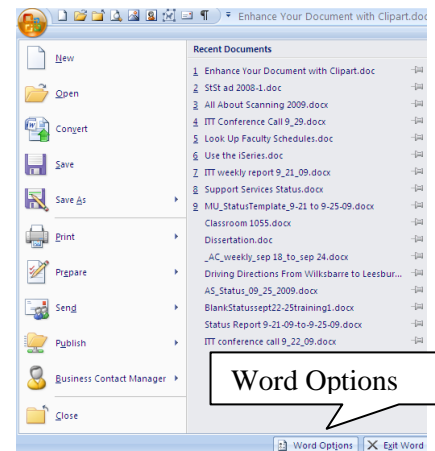
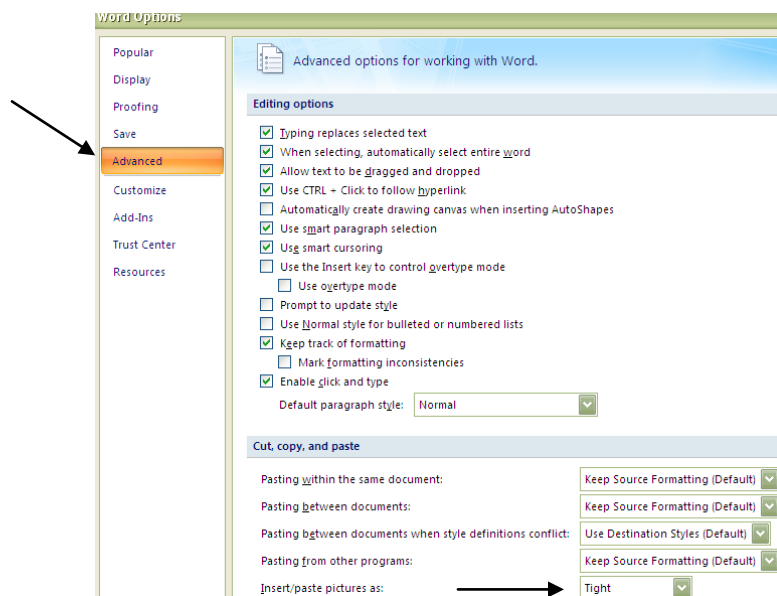
drag it anywhere on the page—*be certain to stay within your margins.*

7. To move or “nudge” the image slightly use the 4 arrow keys on the keyboard or click onto Draw on the drawing toolbar, move to Nudge and click on the directional arrows.

### To Permanently Change Text Wrap to “Tight” . . .

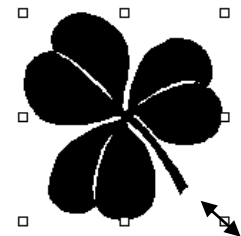


1. Go to the **Office Button** in the upper left corner of the screen.
2. Click on the **Word Options** button in the lower right.
3. Click on **Advanced** on the left-hand side and look for the option “Cut, copy, and paste.” In the area **Insert/paste pictures as:** change the option from “In line with text” to **Tight**



### Sizing the Clip Art/Graphic

1. Position your pointer at any of the small circles located in the corner and sides of the graphic box. A **two-sided arrow** (sizing handle) will appear. **NOTE:** To keep the clip art in the same proportion, **select a corner circle.**
2. Click and hold.
3. Drag the sizing handle towards the middle of the image to reduce the size of the graphic or drag the sizing handle outward to increase the size of the graphic.

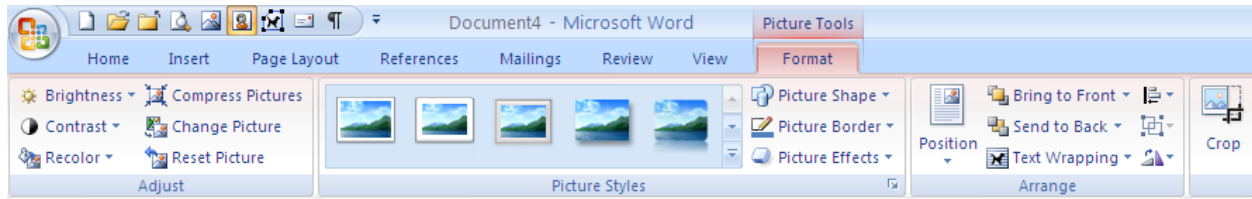


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## Enhance Your Work With Clip Art and Graphics

### To Enhance the Clip Art or Graphic

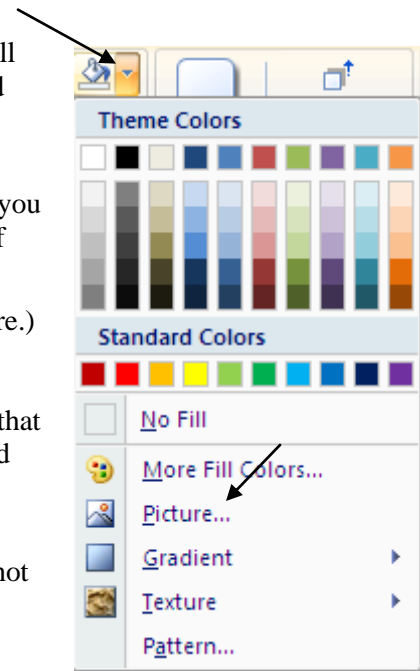


Be certain that the clip art or graphic is active by clicking on it. Then click on **Picture Tools**. Now it's time to "play." Experiment with different effects by simply moving to the effect. It will automatically show how the image will look without making the setting permanent. Picture Styles, in particular, can provide some really interesting frames; and please notice there is a down arrow to select more options than what you first see. The Cropping tool is also available along with Text Wrapping options.

### Adding Special Effects

Photos, in particular, can be adapted into a multitude of different shapes and effects using **Shapes**, the **rectangle** or **oval** button and **Shadow** or **3-D**. Here's how it works.

1. Let's start with a **Shape**. Go to **Insert** and click on **Shapes**. For this purpose, move to **Basic Shapes** and then click on **Trapezoid**.
2. Your cursor will now be in the shape of a cross-hair. Hold the mouse button down and drag down and to the right to create a good-sized trapezoid.
3. This shape is not particularly eye-catching at this point, but we'll soon change it. With the shape active (look for small circles and squares), click on the arrow next to the tipped paint bucket icon right under the word "Mailings".
4. Click on **Picture**. This will allow you to browse for the picture you would like to use. (By the way, **Gradient** effects are also lots of fun—experiment with them and you'll see what I mean).
5. Select the Picture and click on **Insert** (or double-click the picture.)
6. Your image is now contained within the trapezoid.
7. If you want to add a 3-D effect, be sure the Shape is active and that the Drawing Tools ribbon is shown. Click on the 3-D button and select the effect you want.
8. A shadow box can also be effective by clicking on the **Shadow Effects**. Keep in mind that you can use only one or the other—not both 3D and Shadow.





Here is the effect using a simple trapezoid found under the Shapes button and then adding 3D.



### Layering Graphics

Sometimes you might want an arrow to point out something on the picture or use some other drawing image. In order to have an object on top or behind another object use the **Send to Back** or **Bring to Front** options found in the **Arrange** grouping.

### Creating a Watermark

Would you like to make attractive stationary or perhaps you are working on a rough draft and want to indicate “Draft” on every page? That’s where a watermark can be used. Click on the **Page Layout** tab and select **Watermark**. Here simply click on one of several different styles from which to choose. If you want it to say something other than the options provided, click on **Custom Watermark**. Click on **Text Watermark** and type the text you want to appear. Make other changes such as diagonal or horizontal if desired.

Creating a watermark back ground that will appear on every page can be done either before or after your regular text has been entered.

1. Go to the **Insert** tab and select **Header**. This will activate (or make visible) the header and footer areas. Select **Blank Header**.
2. Be certain that your cursor is located in the **Header area**.
3. Select **Picture** or **Clip Art**.
4. Select the picture you want to use as your watermark. In order to avoid too much distraction, this works best if you use a drawing rather than a photo with a dark or heavy background.
5. Hold on one of the **corner** circles and pull away from the graphic to make it bigger.
6. When you are satisfied with its size, it is now time to lighten it. This can be done by clicking on the **Brightness** button on the **Picture Tools** ribbon. Make it as light as needed so that text can easily be read. To get out of the header, simply double click the body of the text. Your image will now appear behind the text on every page.

