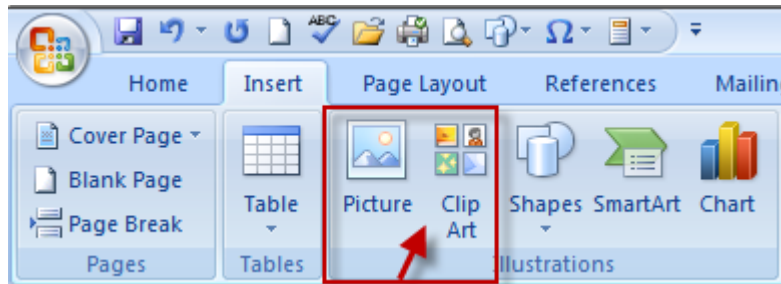
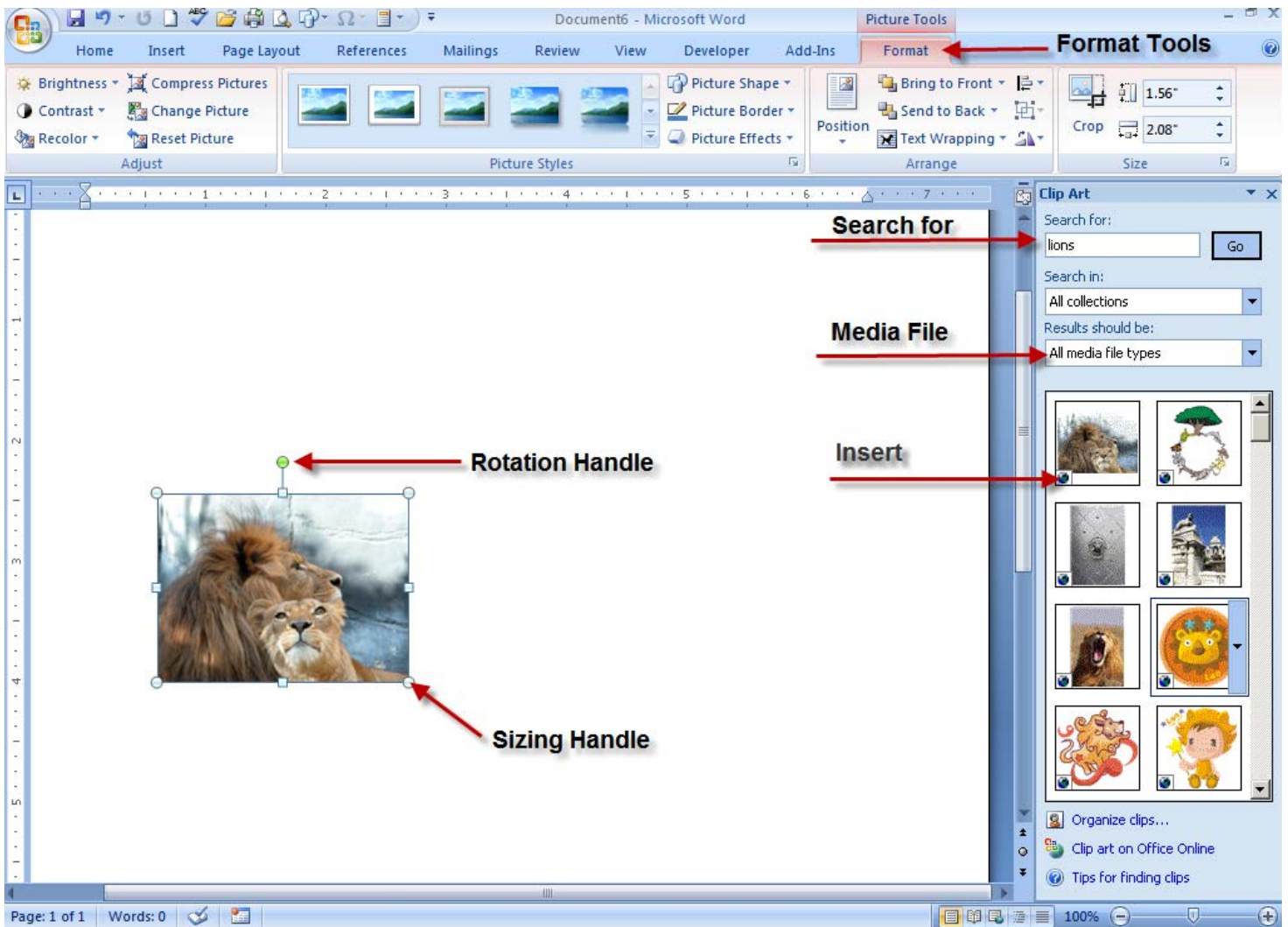


CLIP ART NOTES

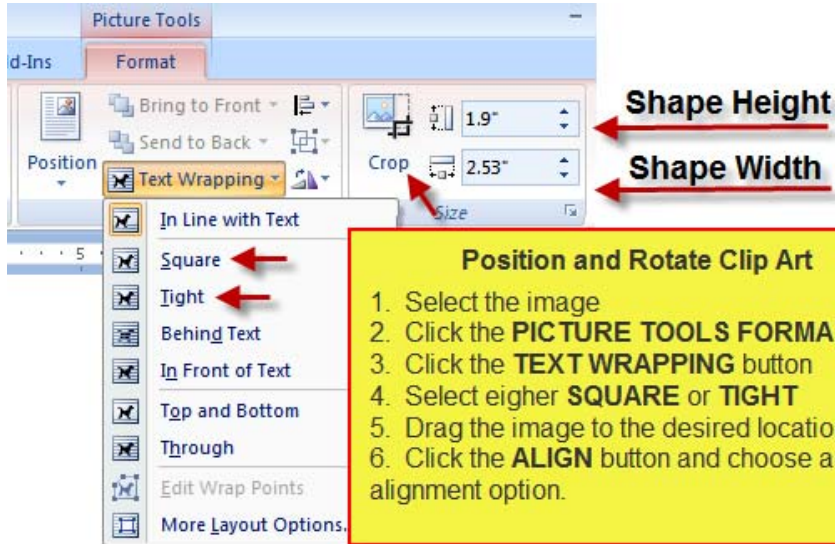


To INSERT Clip Art:

1. Click in the document where you want to insert the image.
2. Click the INSERT TAB.
3. In the ILLUSTRATIONS GROUP click the CLIP ART button.
4. Type a category in the SEARCH FOR box (Ex. lions)
5. Navigate to the picture you want and click INSERT to insert the picture.



POSITION, ROTATE, SIZE, and CROP CLIP ART



Position and Rotate Clip Art

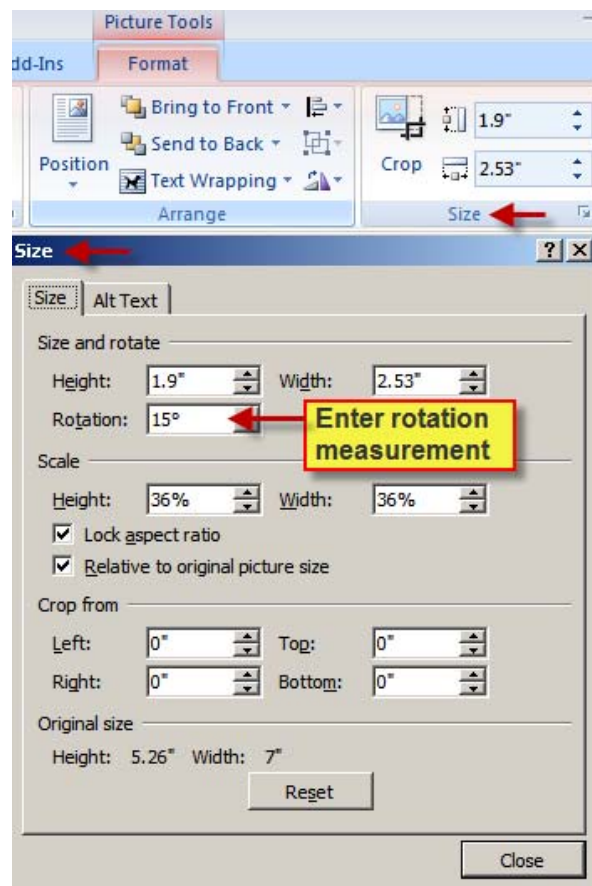
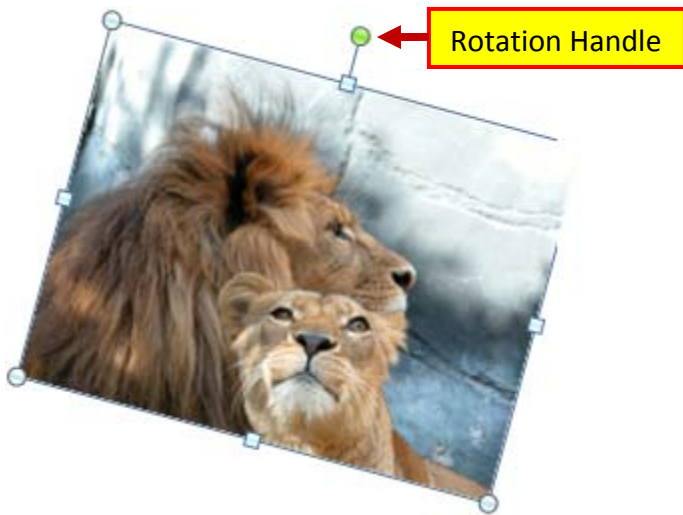
1. Select the image
2. Click the **PICTURE TOOLS FORMAT** tab
3. Click the **TEXT WRAPPING** button
4. Select either **SQUARE** or **TIGHT**
5. Drag the image to the desired location or
6. Click the **ALIGN** button and choose an alignment option.

Size Clip Art

1. Select the image
2. Drag from the corner handle to size proportionally.
3. Click the **PICTURE TOOLS FORMAT** tab.
4. Click the **SIZE** group and enter a measurement in the width and height boxes.

Crop Clip Art

1. Select the image
2. Click the **PICTURE TOOLS FORMAT** tab
3. In the **SIZE** group click the **CROP** button.
4. This changes the pointer to a cropping tool.
5. place cropping pointer **OVER** area and drag to crop off the parts you do not want
6. Click the Crop button again to turn it off.



To rotate an image click and drag the green rotation handle left or right to the appropriate angle.

To set the rotation by a specific amount:

1. click the **FORMAT** tab
2. Click the **DIALOG BOX LAUNCHER** in the **SIZE** group.
3. Enter a rotation measurement.

