

Working with Clip Art

Getting the Clip Art

- With your cursor where you want the clip, INSERT, OBJECT, CLIP ART GALLERY
- Click the picture you want
- Another alternative is INSERT, PICTURE, and browse for the Clip Art directory

If Clip Art can not be found

- You may need to take your MS Office CD and install Clip Art
- First see if there is a clip art folder under the MS Office folder - if so, it should be ok
- With the CD, follow the directions in the [TIP about getting Shared Office Programs](#)

Sizing the Clip

- Click it once, then drag the sizing handles

Moving the clip around

- Left, Right or Center - Click it and use usual justification button
- Move anywhere - Frame it
 - Click it once
 - Click INSERT FRAME (looks like a rope), opens Page View (ok)
 - To move the clip, just drag it around (2 clicks to get the rope frame in sight)

To unframe it, select text wrap, or box it

- Click RT mouse button

Editing the clip

- D-click to get the frame
- Click RT mouse button and EDIT or OPEN PICTURE
- Click on parts and change color or move them (not available on all clips)