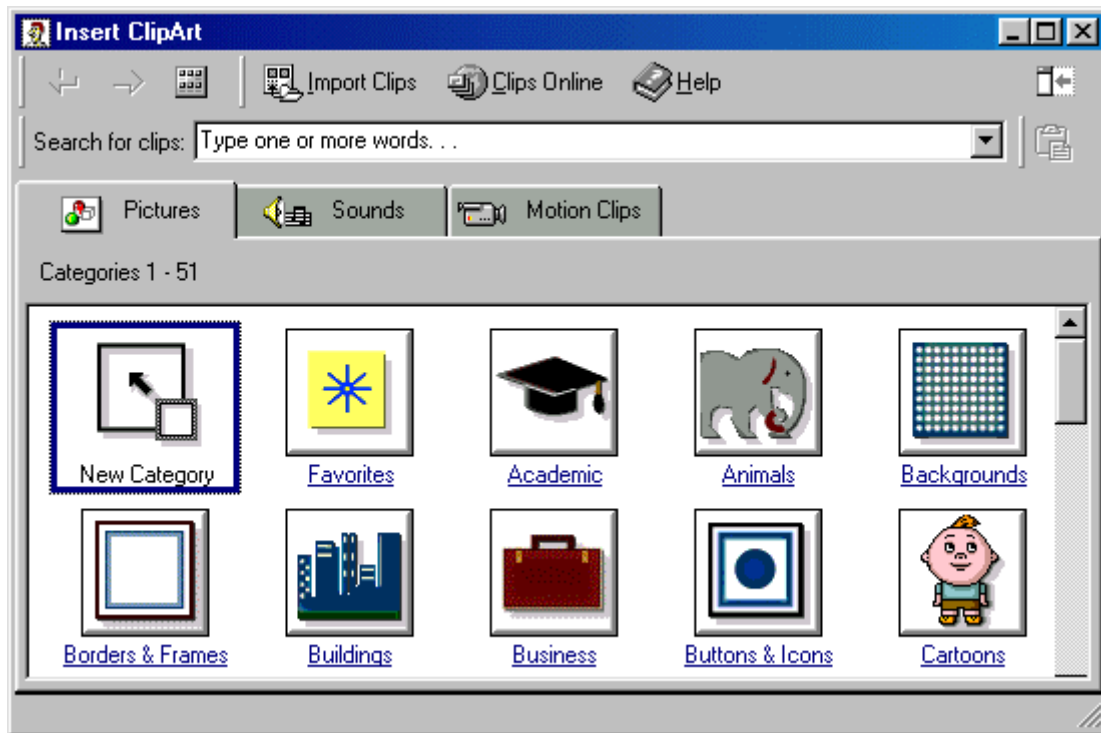<div align="center">**Graphics**</div>

Adding Clip Art

To add a clip art image from the Microsoft library to a document, follow these steps:

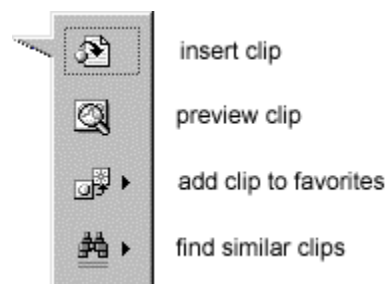Select **Insert|Picture|Clip Art** from the menu bar.

To find an image, click in the white box following **Search for clips**. Delete the words "Type one or more words…" and enter keywords describing the image you want to use.
<div align="center">**-OR-**</div>
Click one of the category icons.

Click once on the image you want to add to the document and the following pop up menu will appear:

Click **Insert Clip** to add the image to the document.
Click **Preview Clip** to view the image full size before adding it to the document. Drag the bottom, right corner of the preview window to resize the image and click the **"X"** close button to end the preview.

Add Clip to Favorites will add the selected image to the favorites directory that can be chosen from the **Insert Clip Art** dialog box.
Find Similar Clips will retrieve images similar to the one you have chosen.
Continue selecting images to add to the document and click the **Close** button in the top, right corner of the **Insert Clip Art** window to stop adding clip art to the document.
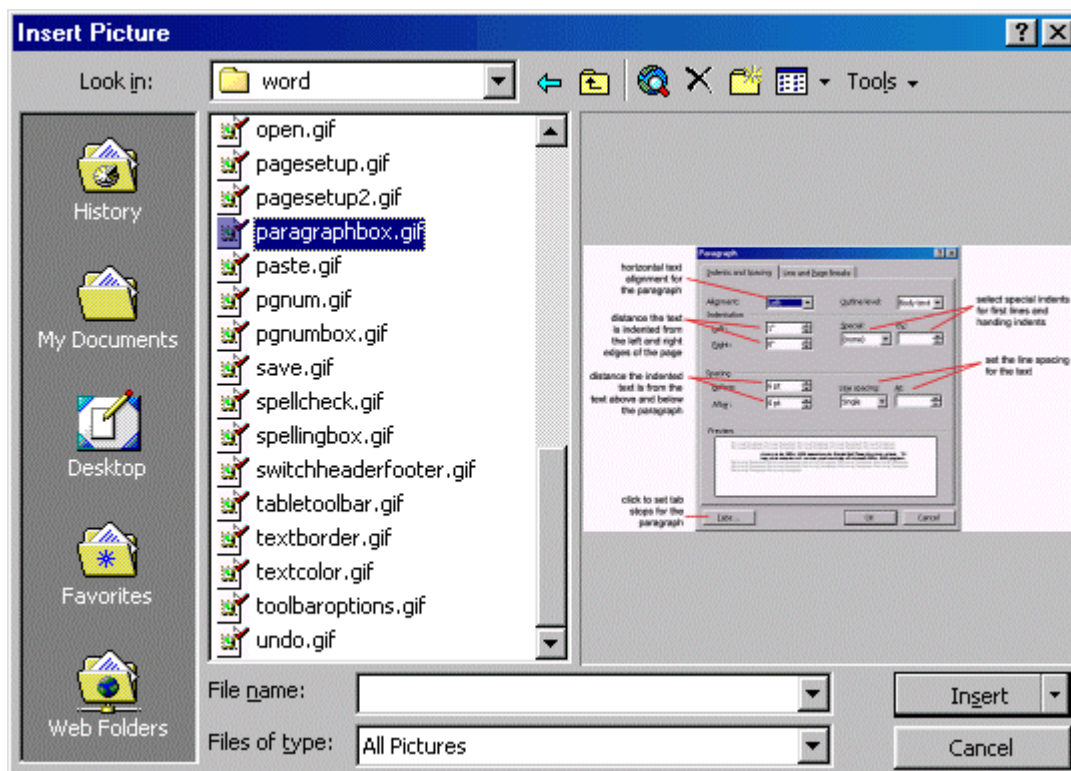
Add an image from a file.

Follow these steps to add a photo or graphic from an existing file.

Select INSERT|PICTURE|FROM FILE on the menu bar.
Click the down arrow button on the right of the **Look in:** window to find the image on
    your computer.
Highlight the file name from the list and click the **Insert** button.

Editing A Graphic

Activate the image you wish to edit by clicking on it once with the mouse. Nine handles will appear around the graphic. Click and drag these handles to resize the image. The handles on the corners will resize proportionally while the handles on the straight likes will stretch the image. More picture effects can be changed using the picture tool bar. The **Picture Toolbar** should appear when you click on the image. Otherwise, select **View|Toolbars|Picture** from the menu bar to activate it.
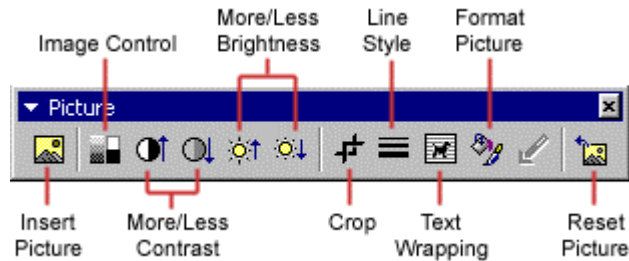
Insert Picture will display the image selection window and allows you to change the image.

Image Contrast allows you to make the image gray scale, black and white, or a watermark.

More/Less Contrast modifies the contrast between the colors of the image.

More/Less Brightness will darken or brighten the image.

Click **Crop** and drag the handles on the image to delete outer portions of the image.

**Line Style** will add a variety of borders to the graphic.

Text Wrapping will modify the way the document text wraps around the graphic.

Format Picture displays all the image properties in a separate window.

**Reset Picture** will delete all the modifications made to the picture.

Auto Shapes

The AutoShapes toolbar will allow you to draw many different geometrical shapes, arrows, flow chart symbols, stars, and banners on the document. Activate the AutoShapes toolbar by selecting **Insert|Picture|Autoshapes** or **View|Toolbars|Autoshapes** from the menu bar, or clicking the **Autoshapes** button on the drawing toolbar. Click each button on the toolbar to view the options for drawing.
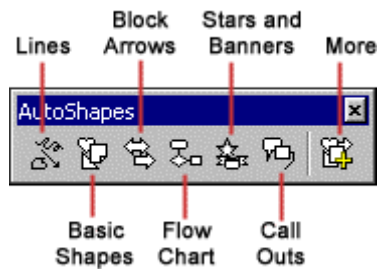
Lines – After clicking the lines button on the AutoShapes toolbar, draw a ***straight line, arrow,*** or ***double-ended arrow*** from the first row of options by clicking the respective button. Click in the document where you would like the line to begin and click again where it should end. To draw a ***curved line*** or ***freeform shape***, select curved lines from the menu (first and second buttons of second row), click in the document where it should appear, and click the mouse every time a curve should begin. End creating the graphic by clicking on the starting end or pressing the **ESC** key. To **scribble,** click the last button in the second row, click the mouse in the document and hold down the left button while you draw the design. Let go of the mouse button to stop drawing.

Basic Shapes – Click the Basic Shapes button on the AsutoShapes toolbar to select from many ***two-and-three dimensional shapes, icons, braces,*** and ***brackets.*** Use the drag-and-drop method to draw the shape in the document. When the shape has been made, it can be resized using the open box handles and other adjustments specific to each shape can be modified using the yellow diamond handles.
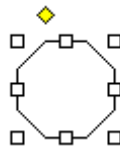
Block Arrows – Select Block Arrows to choose from the many types of ***two-and-three dimensional arrows.*** Drag and drop the arrow in the document and use the open box and yellow diamond handles to adjust the arrowheads. Each autoshape can be rotated by first clicking the **Free Rotate** button on the drawing toolbar. Click and drag the green handles around the image to rotate it. The tree image below was created from an arrow rotated 90 degrees.

Flow Chart – Choose from the flow chart menu to add *flow chart elements* to the document and use the line menu to draw connections between the elements.

Stars and Banners – Click the button to select *stars, bursts, banners,* and *scrolls.*

Call Outs – Select from the *speech and thought bubbles,* and *line call outs .* Enter the call out text in the text box that is made.

More AutoShapes – Click the button to choose from a list of clip art categories.

Each of the submenus on the AutoShapes toolbar can become a separate toolbar. Just click and drag the gray bar across the top of the submenus off the toolbar and it will become a separate floating toolbar.