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Working With Images in Microsoft Office XP

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Last Updated
7/5/2005 2:07 PM



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As California's community colleges take on the challenge of effectively integrating technology into instruction and services, they do so with the goals of increased student access and improved student outcomes. The @ONE project has been funded by the California Community Colleges Chancellor's Office to build a statewide training infrastructure with an electronic learning community as an integral support and connection for faculty throughout the state. The @ONE project is a faculty driven community college consortium that is dedicated to providing resources to community college faculty and staff to support learning and students in the 21st century.

@ONE Mission

The mission of @ONE is to assist California Community College faculty and staff to enhance student learning and success through expanded uses of effective technology by providing training, online resources and support.

About this Guide

This booklet contains information about working with Clip Art in Office XP and assumes familiarity with the Windows operating system and Microsoft Word XP.

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Unless otherwise mentioned, the instructions in this booklet apply to any Office application.

Microsoft Clip Art

There are thousands of images available within the Microsoft Office Package that you can insert into your Word, PowerPoint and Excel documents.

Clip Art Basics

Accessing Clip Art

To access the Clip Art, go to the Insert pull-down menu, select Picture, and then select Clip Art.

The Insert Clip Art Task Pane and Select Picture Dialog Box

Note: Holding your pointer over a clip will display the name, size and dimensions of that clip.

Note: To exit Clip Art without inserting an image, close the Clip Art window by clicking on the X in the upper right corner.

Search for clips. Type your keyword, then press Search.

To insert media into Content Layout slides, click on a media icon to open a dialog box: charts, graphs, clip art, pictures, diagrams, or video clips.

Navigate back and forth through the pages you've visited using these arrows.

Search for clips. Type your keyword, then press Enter

Choose a type of clip (sounds and motion clips are for use in PowerPoint)

Use the scroll buttons to view and select a media file. Then, click on the media file, and press OK to insert it into a slide.

Get help using Clip media

Import clips from the Internet

Organize and collect Clip Art from PowerPoint, the Internet, and your personal files.

Import clips from your hard drive, disk, or CD.

Search text:

Search

Search text:

Search

Search For

Search text:

Search Restore

Other Search Options

Search in:

All collections

Results should be:

All media file types

See also

Clip Organizer...

Clips Online

Tips for Finding Clips

Import...

OK

Cancel

Note: If you have problems inserting images in your document and Office gives you an error stating that you need to insert a CD, this means that you do not have the full Clip Gallery loaded on your computer. If you have the Office CD, insert it into your computer and follow the instructions for installing the Value Pack, which contains the images. If you're using a work computer and do not have access to the Office CD, contact Technical Support at your place of employment and request that the clip art be installed on your machine.

Navigating the Clip Art Select Picture Dialog Box

1. Click on the Clip Art icon in the Content Layout Slide to look through the Clip Art available.
2. If necessary, use your scrollbars along the right side of the dialog box to view the Clip Art.



Inserting Images from the Clip Art Select Picture Dialog Box

1. Open the Select Picture dialog box by clicking on the Insert Clip Art icon in your slide.
2. Scroll through the images in the sample window.
3. Click once on the image you want to insert. Click on the OK button in the window.
4. Insert more images if you choose or close the dialog box by clicking the X in the upper right corner of the window. The Clip Art you inserted will appear in your document.



Inserting Images Using the Drag and Drop Method

You can drag and drop images from the Insert Clip Art task pane directly into your document if you choose.

1. Scroll to the area in your document where you want to insert your Clip Art.
2. Open the Insert Clip Art task pane (Insert→Picture→Clip Art).
3. Locate the image you want to insert. (See page 3 for information about Searching for Clip Art Images.)
4. Click and hold down on the image you want to insert and drag it into your document. The image will appear in your document.
5. Continue dragging images into your document if you'd like.
6. Close the task pane by clicking the X in the upper right corner of the pane when you are finished.

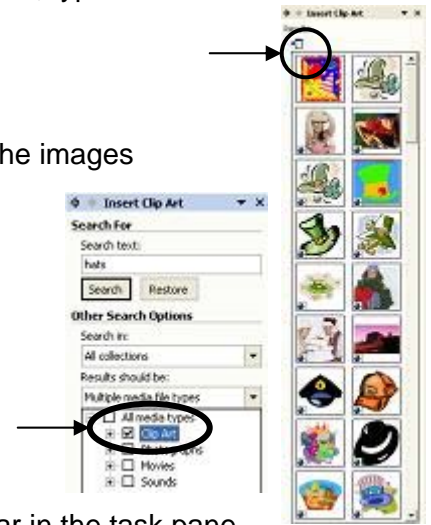
Note: You can also insert Clip Art using the Clip Organizer. See page 3 for information about Working with the Clip Organizer, and follow steps 4 – 6 to insert Clip Art images.)

Searching for Clip Art Images

1. To search for Clip Art from the Select Picture dialog box:
 - a. In the search box, type in the keyword(s) of the image you're searching for. For instance, if you're looking for a picture of a hat, type "hat" or "hats" in the search box.



- b. Press Enter on your keyboard or click on Search. The images matching your criteria will appear in the sample window.
2. To search for Clip Art from the Insert Clip Art task pane:
 - a. Go to Insert > Picture > Clip Art. The Insert Clip Art task pane appears on the right, along with search options.
 - b. Click the "Results should be" down arrow. Be sure only Clip Art is checked.
 - c. Type the keyword(s) in the search box, and press Enter on your keyboard, or click on Search.
 - d. The images matching your search criteria will appear in the task pane.
 - e. To view all results, click on the box under Results, in the left corner.

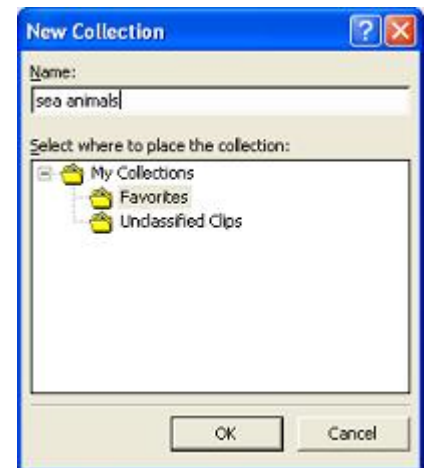


Working with the Clip Organizer

If you work with images frequently, you will find the Microsoft Clip Organizer very helpful. You can organize Clip Art into various collections of your choice and pull images from your hard drive and the Internet into the Clip Art collections.

Creating Collections for Clip Art

1. Go to Insert > Picture > Clip Art. The Insert Clip Art task pane appears at the right.
2. At the bottom of the task pane, click on Clip Organizer. The Clip Organizer window appears.
3. Go to File > New Collection. Type the name of the new collection in the window that appears, and choose where to place it in the window below. For instance, if you're interested in creating a collection for sea animals, type "sea animals."
4. Click OK in the window. You will see your new collection folder in the location you have selected to place it.



Adding Existing Clip Art Images to Your Collection

Once you create one or more collections, you will want to add images to those collections.

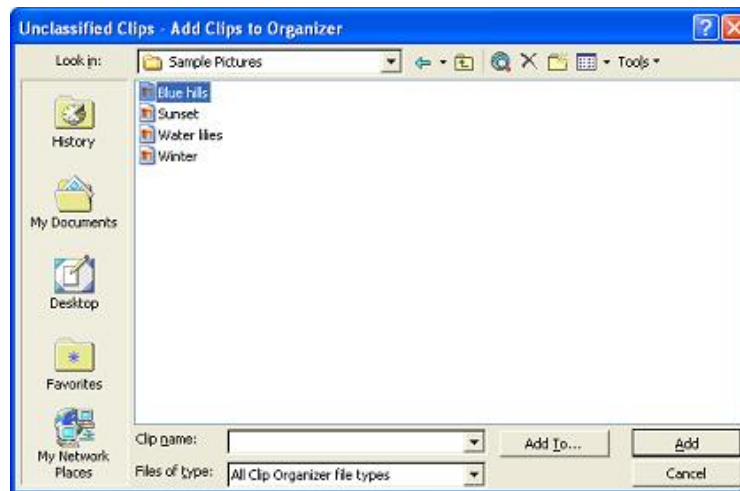
1. Do a search for the type of image you're looking for to add to your collection. For instance, if you're looking for images to add to your "sea animals" collection, do a search for "sea animals."
2. Right-click on the image you want to add to your "sea animals" collection, and then select Copy to Selection from the menu that appears. A window will open showing your personal collections.
3. Select the collections you want to put the image in. (If necessary, click the "+" next to each folder to view all your collection subfolders.) For instance, if you want to add your image to the Sea Animals collection, click the Sea Animals folder. When you're finished, click OK.
4. Repeat steps 1-4 for every image you want to add to your collection.

Adding Images from your Hard Drive to the Clip Organizer

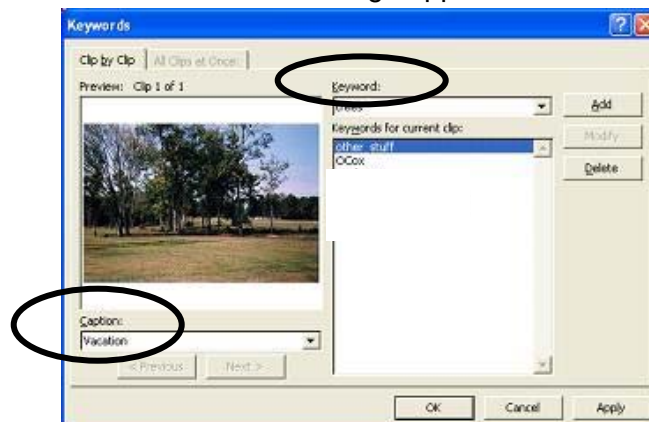
If you have images stored on your hard drive that you want to be able to access from the Clip Organizer, you will need to add them to the Organizer and, to be efficient, to the appropriate collection for the image.

From the Insert Clip Art task pane:

1. Click Clip Organizer at the bottom of the task pane. The Clip Organizer window will open.
2. Go to File > Add Clips to Organizer. To have your media clips organized automatically, click “Automatically.” To add images individually, click “On My Own,” and continue to step 3.
3. To add images using “On My Own”, locate the image on your hard drive that you want to add into the Clip Organizer, and click once on it.
4. Choose the type of image to import, using the Files of type pull down menu.



5. The image will be added to one of the My Collections folders. Choose where to place the image:
 - “Add to” allows you to first select a folder in My Collections, and import the image into the selected folder.
 - “Add” places the image into the folder currently open.
6. Click “Add to” or “Add”. The image appears in the folder you have selected.



Note: You can also add images to the Organizer from the Clip Art Select Picture dialog box. Click on the Import button, and follow the instructions in steps 3 - 8.

- Open the folder with the image and right-click on it. Select Edit Keywords. Type a name for the image in the Caption field, and keywords describing the image. Then click OK.
- The image will now be accessible from the Clip Organizer. You can access it from the Clip Organizer, or by doing a search using the keywords you specified in step 7.

Adding Images from the Internet

Microsoft has created Design Gallery Live—a repository of continuously updated images and media that you can add to the Clip Organizer. It is best to use the Clip Organizer with Microsoft Internet Explorer 5.0 or above, but you can use Netscape, as well.

- From the Insert Clip Art task pane, click on Clips Online at the bottom of the task pane. Your web browser will automatically open and take you to the Clip Art and Media home page. If a window appears asking if you have a network connection, click OK (see note below).

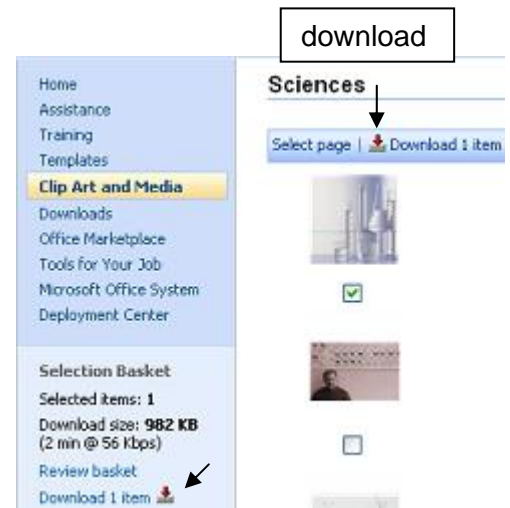
Note: if you have a dial-up connection like AOL, you will have to log in to that program first before accessing the Design Galler.

- If you've never visited the Design Gallery, you may have to follow a few prompts from Microsoft before accessing the Gallery.
 - Use the search features available in the Design Gallery to locate images you want to add to the Clip Organizer.
 - Click on the boxes of the images to download. They will be listed in the Selection Basket on the left.
- Internet Explorer Users:* Click the download button and the image will be downloaded into the Clip Organizer.

Netscape Navigator Users: Click the download button. Follow the instructions on the screen for downloading the images.

- Use the instructions on page 26 to add this image to a collection in the Clip Organizer.

Note: For more information on Design Gallery Live, including how to download multiple images at once, click the Help button on the Web Site.



To insert an image from Scanner/Camera, go to Insert→Picture→From Scanner or Camera. The program that came with your Scanner/Camera will be launched. Follow the instructions for this software to insert your image into your document/presentation.

Inserting Images from File

If you have images on your hard drive, disk or CD that you want to add to your document/presentation without adding them to the Clip Gallery, you can insert them from file:

- Go to Insert→Picture→From File. The “Insert Picture” window will open.
- Locate the picture on your hard drive or disk that you want to insert into your document/presentation.
- Click Insert.

Inserting Images from Scanner or Camera

Office 2002 supports direct image import from a Scanner or Camera. Exact directions for importing from Scanners or Cameras will change depending on the type of equipment you have.

To insert an image from Scanner/Camera, go to Insert→Picture→From Scanner or Camera. The program that came with your Scanner/Camera will be launched. Follow the instructions for this software to insert your image into your document/presentation.

Manipulating Clip Art/Pictures

Once you have an image inserted into your document/presentation, you can crop it, shrink or enlarge it, change brightness, and move it to different areas in your work.

Working with Inline Images

The following information only applies to Word, as Excel and PowerPoint insert “floating” images in your document that you can move wherever you’d like.

Note: If you insert images using the drag and drop method (page2), those images will automatically “float,” but you will want to change your wrapping options (see below).

When you insert an image into a Word document it is “inline,” meaning it is stuck in one portion of your document. You can change an inline image to a floating image that can be dragged to wherever you want on your page.



Inline images: you cannot click and drag these images.

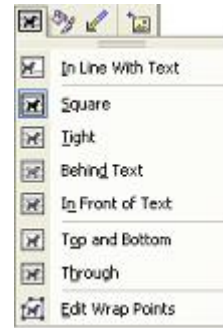


Floating images: click and drag these images to any location on your page.

Making an Inline Image a Floating Image/Text Wrapping

In order to make an inline image float, you must assign a wrapping style to the image.

1. Click once on the image in your document to select it. Your Picture Toolbar will appear. If you do not see your Picture Toolbar, go to View→Toolbars→Picture.
2. Click on the Text Wrapping button and choose a wrapping option.
3. Click and hold down in the middle of your picture and drag it to a different location on the page. Release your mouse when your image is in the desired location.



Examples of Common Text Wrapping Options:

Alignment for an Inline Image:



The summer is fun. I love water skiing the best and I'm quite good at it. My mom and dad drive the boat.

Square Alignment:



The summer is fun. I love water skiing the best and I'm quite good at it. My mom and dad drive the boat.

Top and Bottom Alignment:

The summer is fun. I love water skiing the best and I'm quite good at it. My mom and



dad drive the boat.

Working with the Picture Toolbar

When you select an image (click once on it) the Picture toolbar automatically opens. If you do not see the Picture toolbar, go to View→Toolbars→Picture.




The picture toolbar has many tools you can use to manipulate images in your document. The most commonly used tools are discussed in this section.


Resizing Images

1. Click once on your image to select it.
2. Place your pointer over one of the black squares or white circles surrounding the image. Your pointer will become a sizing handle (a double headed arrow). Place your pointer over one of the corner boxes to resize the image proportionally.
3. Click and hold down your mouse—drag in to make the image smaller and out to make the image larger.


Cropping Images

1. Click once on your image to select it. 
2. Click the Crop button in the Picture toolbar.
3. Place your pointer over one of the black squares surrounding your image until you see the Crop icon.
4. Click, hold down and drag your mouse in until the undesired portion of your image is cropped, then release your mouse.

Adding Picture Effects

1. Click once on your image to select it. 
2. Click on the Format Picture button.
3. Choose a picture effect from the window that appears, and then click OK. Your image will reflect that effect.

Compressing Pictures

Use image compression to change the resolution of your images. 



1. Click once on your image to select it.
2. Click on the Compress Pictures button.
3. Choose which options to apply to your image, and then click OK. Your image will reflect the options you have selected.

Color

Use Color to make your image black and white or grayscale. 

1. Click once on your image to select it.
2. Click the Color button and choose a control option from the menu that appears.

Brightness and Contrast

1. Click once on your image to select it. 
2. Click the More or Less Contrast button to control contrast.
3. Click the More or Less Brightness button to control brightness. 

Resetting Your Image

If you make several adjustments to your image and want to reset it back to its original look, you can do so with the Reset Picture button.

1. Click once on your image to select it.
2. Click the Reset Picture button.



Other Tools in the Picture Toolbar

There are other tools in the Picture Toolbar that you may find useful. To find out what each button in the toolbar does, hold your mouse pointer over a button. Within a few seconds, a description window will appear.



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