

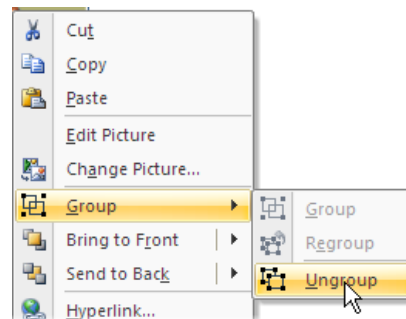
BSM Connection™ Online Library Software Tips – PowerPoint

Modify Clip Art in PowerPoint

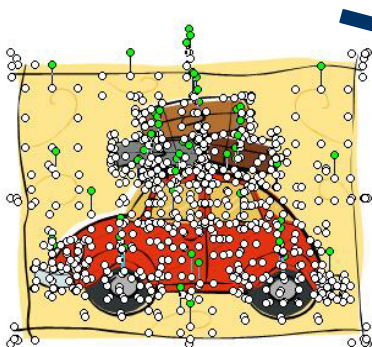
The old saying “A picture is worth a thousand words” is very true when it comes to a PowerPoint presentation. Microsoft provides quite an assortment of clip art, but it’s often the case that the complex backgrounds and colors used in clip art just won’t work with your presentation. Fortunately, with a little time and effort, all of this can be changed.

Clip art images consist of an assortment of lines, shapes, and colored fills. The key to making changes is separating each of these items into individual selections.

1. Select an image from the Clip Art gallery by clicking on the **Insert** menu | **Picture** | **Clip Art**. Type a key word for the type of picture you’re looking for in the Search box. i.e. “car”. You will be provided with an assortment to choose from. By simply clicking on any one of the options, the picture will automatically be inserted on the current page in your presentation. At this point, don’t worry about the size of the image.



2. Right click on the image. From the shortcut Menu choose **Group** | **Ungroup**.
3. The clip art now takes the form of a vector shape (**Example 1**), with each individual component or piece of the image separated; enabling you to delete, move, change the color etc. A helpful hint is to enlarge the image to a percentage that will help you to grab the specific area you want to change by choosing **Zoom** from the **View** menu. Click outside of the image to deselect all of the individual items, then one by one, carefully click on each item that you want to change (**Example 2**). Once the line (for example) is chosen, simply hit the delete key, and the line disappears (**Example 3**). Like all Microsoft programs, if you make a mistake, simply click on the **Undo** arrow key on the toolbar. Once you are happy with the results, right click on the image and from the shortcut menu, select **Grouping** | **Regroup**.



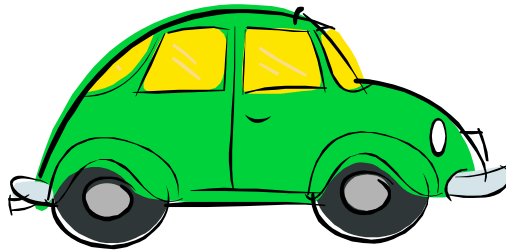
Example 1



Example 2



Example 3



Completed Image

As you can see, you also have the ability to change the color, combine multiple images together, and even rotate the image.

Change the Color

Before regrouping the image, click on the area to be changed. Select **AutoShape** from the **Format** menu. Click on the **Colors and Lines** tab. Change either the Fill color or the Line color by clicking on the drop down box and picking from the existing colors, or clicking on **More Colors** to create your own color to get an exact match of the color palette used in your presentation.

Insert an Image

Open the image that you want to include in the existing image. In the example above, I used a flower to give my “green” Volkswagen a little more personality. Resize the image as much as needed, click on the image, and drag it to the new location. Once it’s on the image, you may need to resize it a little more.

Resize an Image

Double click on the image and click on the **Size** tab under **Format Object**. Adjust the Height and Width accordingly. Or, from the **Format** menu, select **Object**, and then click on the **Size** tab.

Rotate an Image

With the entire image, or the specific area to be rotated selected, and the **Drawing** toolbar open (**View | Toolbars | Drawing**), click on **Draw | Rotate or Flip**, and select from one of six options available.

You’re finished! Don’t forget to regroup the image(s) before attempting to move them, or you’ll find yourself moving only the currently selected area of the image. If you’ve added additional Clip Art to your image, you’ll have to select both images. To do that click on the main image, then holding down on the Ctrl key, click on the next image to select both images. You’ll notice when you click on the second image a “plus” sign appears. You can then right click and select **Group** or **Regroup** from the Shortcut menu.