

Clip Art in Office 2000

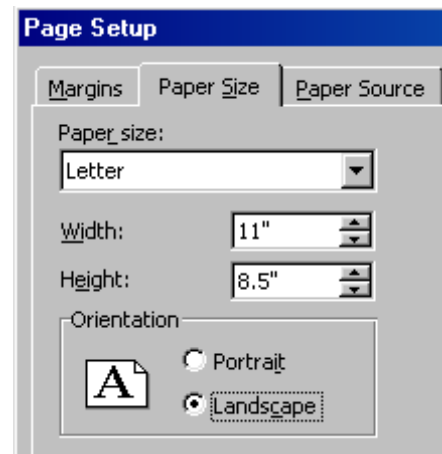
In the process of making a certificate, we will cover:

- Adding clipart and templates from the Microsoft Office Clip Gallery ,
- Modifying clip art by grouping and ungrouping,
- Flipping and rotating clip art,
- Cropping and deleting unwanted parts of clip art,
- Recolor clip art,
- Adding a frame to clip art,
- Text wrapping,
- Adjusting the brightness and contrast of clip art,
- Resizing clip art images, and
- Saving documents as templates.

Before you begin, make sure your drawing and picture toolbars are available.

View↓Toolbars→ Standard
Formatting
Drawing
Picture

It may also be handy to turn on invisible elements.



To create a Certificate:

Open a new document.
Decide if you'd like your certificate to be in
Landscape or Portrait mode.

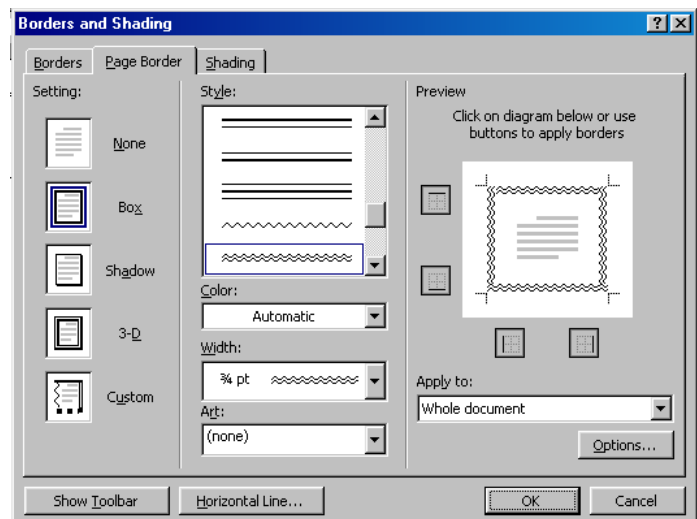
File↓Page Setup
Paper Size Tab
Choose Portrait or Landscape

To add a Border to the Page:

Format↓Borders and Shading
Choose Page Border Tab

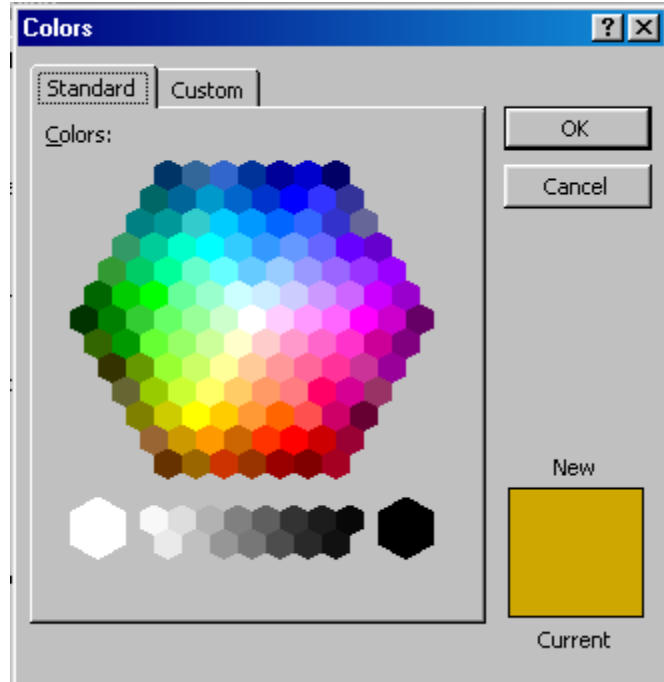
For a simple border:

Choose a border from the
Style drop down menu. You can also
choose the color and in some cases,
the width of the border. Make sure
that in the field marked **Apply to:** that
Whole Document is chosen.



For a fancier border:
 In the Art drop down menu, choose a style. Many styles already have colors assigned to them, but you can change the width on any design and the color on any of the black and white patterns available. Always keep in mind what kind of printer you have available and choose your designs accordingly.

If the color you want to make your border isn't available on the drop down list of colors, choose More Line Colors at the bottom of the list and a new window will appear. You can choose the Standard or Custom tab and select from the colors in the palettes there.



Add Standard Text to your Certificate:

Most certificates have the majority of text center aligned. Choose Center Align from the toolbar, or go to Format↓Paragraph and set the alignment in the drop-down list.



Choose a font and any modifications you desire (font size, color, bold, italic or underlined). Type the text that will appear on every certificate. Adjust the size as necessary. (Remember, if the font size you want isn't in the drop-down list, you can click in the font size box and type the number for whatever font size you need.)

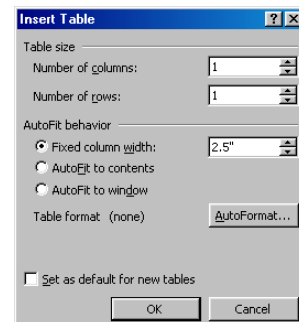
Add Non-Standard Text to your Certificate:

The easiest way to add text that changes from certificate to certificate is to add a table.


Table↓Insert→Table or use the Add Table button.



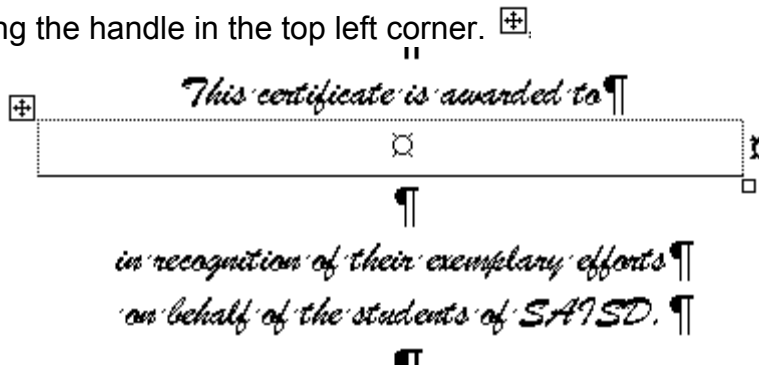
Create a 1 by 1 table. If you use the Table↓Insert→Table command, you'll get the following dialog box:
 The advantage to this is that you can set the width of the box using the Fixed Column Width: field.



To Center the Field:

Select the table using the handle in the top left corner. 

Once you have the table selected, use the center alignment buttons on the formatting toolbar. You can also click inside the table and change the alignment of the text to be typed in the cell, as well as the font, font size, and font color.



To change the Size of a Cell in a Table:

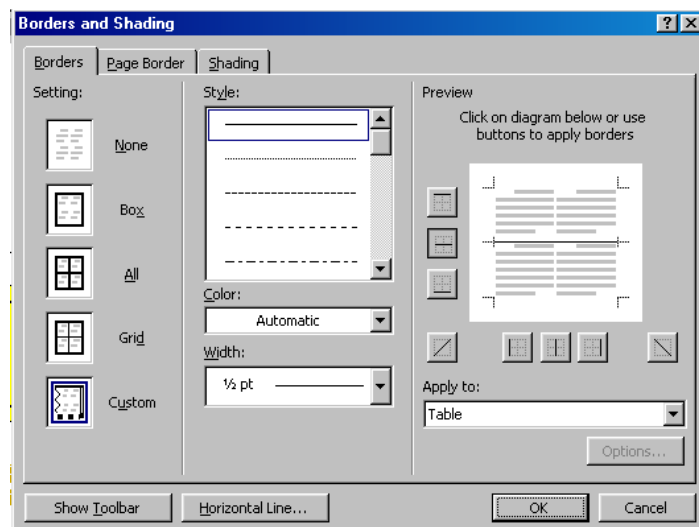
The easiest way to do this is to move your mouse over the border to a cell. When the pointer changes to 2 parallel lines with arrows, you can click and drag the cell to the desired width and height.

To Eliminate Unnecessary Borders Around the Cell:

Select either the entire table or the desired row or cell.

Right Click → Borders and Shading

In the dialog box, click on the Preview diagram to eliminate unwanted borders. You can also select a border style, color, and width, then click to place it where you want it to appear.



You may want to turn off Autocorrect to prevent Word from automatically capitalizing the next line of text in your certificate. To do this, go to Tools → Autocorrect. Choose the AutoCorrect Tab. Remove the check in front of *Capitalize first letter of Sentence*.

To Add the Signature and Date Table:

Table → Insert → Table or use the Add Table button.
Create a 2 by 2 table.

In the first row, resize the text to at least 18 or 20 to leave sufficient room for a signature and the date.

Select the second row by clicking and dragging across the cells.

Right Click↓Cell Alignment→Align Top Center

Change the font size to 10 or 12 and center it in each cell of the second row, using the alignment button. Type Signature and Date into the cells.

Select the Table.

Right Click↓Borders and Shading

Remove any unwanted borders and leave the line for the signature and date.

Add an AutoShape for your Seal:

Place your insertion point where you'd like the seal to appear.

On the Drawing Menu, choose AutoShapes↑Stars and Banners. Choose a design you like.

Once the design is in place, Right click and choose Format AutoShape.

Choose the Layout tab and select Square.

(This is important if you want to put a table next to it for the signature and date, or it may cause alignment problems in the table.)

To Add Text to the AutoShape:

Right Click on the Seal↓Add Text

Type the text in the text box that appears

Format the text as desired

To Change the Colors of the AutoShape Seal:

Right Click on the Seal↓Format AutoShape

Choose the Colors and Lines Tab

Select the desired colors from the drop down lists.

To Resize the AutoShape Seal:

Click on the seal. Selection handles will appear at each corner and in the middle of each side. Click and drag on any corner to adjust the height and width proportionately, or click and drag on the handles in the center of any side to adjust only the height or width.

To Move the AutoShape Seal:

Click on the graphic part of the seal. (Be careful not to select the text box.)

You can use your mouse to drag the seal to a new location, or you can nudge it into place.

Use the arrow keys on your keyboard to nudge the selected seal 10 pixels at a time.

Use Ctrl + the arrow keys to nudge the selected seal 1 pixel at a time.

To Save as a Template:

File↓Save As

Give the file a name

In Save as Type, choose Document Template.

To Open a Document Template:

Start Word

File↓New→ General Tab

Choose the Document Template you just made.

To Add Additional Clip Art from the Microsoft Website:

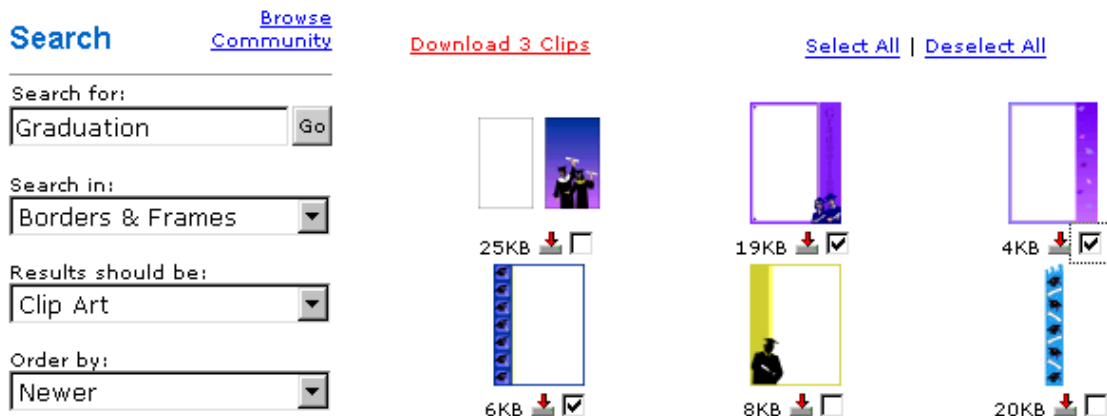
Insert↓Picture→Clip Art

Choose Clips Online from the top of the Clip art Window that opens.

The computer will open a web browser and take you to the Microsoft Clip Gallery online.

When the Microsoft Design Gallery opens, use the Search fields on the left to help you find what you want.

Choose the clips you wish to download by clicking on the small checkbox below each. When you've finished browsing, choose Download Clips from the top of the window.



A new browser window with directions for downloading will appear.

▶ Total number of clips selected: **3**

Total combined file size: **29 KB**

Estimated time to download: **15.1 sec over 28.8**

▶ To download the selected clips, click [Download Now!](#)

This will begin the download process. If prompted, choose to open the file or run the program from its current location instead of saving it to disk. After the clips are downloaded, Clip Art Gallery will automatically install, open, and display your new clips. This process may take a few moments.

Choose Download Now, and make sure you choose Open the file or Run the program if prompted. When you move back to Word, your clips will be available in the Clip Art Gallery. You can find them in Downloaded Clips, and also by searching for the keyword you used to find them on the Microsoft site.

To Modify Clip Art:

To delete or recolor clip art, it must first have Text wrap tuned on and then be ungrouped.



To Turn on Text Wrapping:

Select the picture.

Use the Text Wrapping Button on the Picture Toolbar.

Select a Wrap Style.



To Ungroup Clipart:

Right Click on the imported clip art. Choose Grouping↓Ungroup. Your picture will change, and each element that makes up the picture will become a separate entity. It can then be selected, deleted, moved, or recolored.



This operation can be repeated, if necessary, to further break apart a portion of clip art.

To Delete Unwanted portions of Clipart:

Click off the Ungrouped Clipart to deselect the entire picture.

Click to select the unwanted portion of clipart. (You can also use the Arrow tool from the Drawing toolbar to click and drag, or shift + click to select more than one element of the clipart at a time.)

Once the unwanted portion is selected, use the Delete key on the keyboard.

To Recolor Portions of Clipart:

Click to select the portion of the drawing you want to recolor.

Right click↓Format AutoShape→Choose the Colors and Lines Tab
Choose the desired color from the drop down list.

To Regroup Modified Clipart:

Use the Arrow tool from the Drawing toolbar to click and drag, or shift + click to select more than one element of the clipart at a time.)

Once the clipart is selected, Right Click↓Grouping→Group.

The clipart can now be moved as a group.

To Flip or Rotate Clipart:

Clipart must first be Ungrouped, then Grouped to make Flipping or Rotating possible. (Occasionally, clips cannot be ungrouped, due to the format they were created in. Usually, this works, however.)

Click to select the clipart.



Right Click ↓ Grouping → Ungroup, or go to the Drawing toolbar and choose Draw ↑ Ungroup.

Draw ↑ Rotate or Flip

Choose the type of movement you desire.

Free Rotate allows you to rotate the picture any way you want to by turning the selection handles into green dots. Simply click and drag on any green dot on the picture.

To Modify Clipart using the Picture Toolbar:

Select the Clipart to make the Picture Toolbar active.



Insert Picture- A shortcut way of inserting pictures.

Image Control- Controls the colors of the pictures

Automatic- The picture will appear as it does by default

Grayscale Takes a color picture to grayscale for printing.

Black and White- Takes a picture to pure black and white.

Watermark- Makes a picture very light, appropriate for backgrounds.

More Contrast

Less Contrast

More Brightness

Less Brightness

Crop- Select this option to cut out parts of a picture

Line Style Select this option to add a border to a picture

Text Wrap

Format Picture

Set Transparent Color

Reset Picture- To reset it to the way the picture looked when it was imported into the document.

To Get Additional Templates from the Microsoft Clip Galley:

In Word, go to Help ↓ Office on the Web

In the Browser window that opens, choose Word Downloads from the menu on the left side of the screen.

Word

Welcome

Downloads ▶

Assistance

Excel

Outlook

PowerPoint

Access





FrontPage

Publisher

PhotoDraw

MS Project

Visio

1. Which version do you want to see downloads for?
 - Word 2000
 - Word 97
 - Display all Word versions
2. Choose which type(s) of downloads you want displayed from the boxes below:
 -  Updates
 -  Add-Ins and Assistants
 -  Stationery and Templates
 -  Converters and Viewers

Downloads for Word 2000 (Word Downloads from Third Parties.)
 You may re-sort the contents displayed in the table below by clicking in the links

Title	Downloads
Microsoft Office Template Gallery	12


Choose Stationery and Templates, and click on Search Now. Microsoft Office Template Gallery will appear at the bottom.

(You can also type <http://templategallery.microsoft.com/templategallery/> to go directly to the site.)


You can search this site and download documents templates that you can save to your computer, then modify to suit your needs.


Back to: [Template Gallery - Stationery, Labels, and Cards](#)


7 Templates, Page 1 of 1

 **"Thank you" card (works with Avery 3266).**
 Category: [Stationery, Labels, and Cards : Cards and Binders](#)
 Provided by: [Avery Dennison](#) [Go to Preview](#)

 **Birthday card (works with Avery 3266).**
 Category: [Stationery, Labels, and Cards : Cards and Binders](#)
 Provided by: [Avery Dennison](#) [Go to Preview](#)

 **Birthday invitation (works with Avery 3266).**
 Category: [Stationery, Labels, and Cards : Cards and Binders](#)
 Provided by: [Avery Dennison](#) [Go to Preview](#)

 **New address postcard - back (works with Avery 3263 and 8387).**
 Category: [Stationery, Labels, and Cards : Cards and Binders](#)
 Provided by: [Avery Dennison](#) [Go to Preview](#)

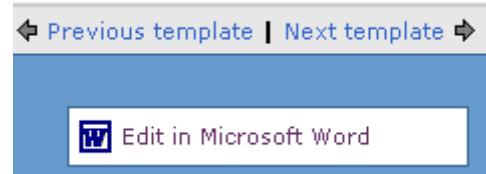
 **New address postcard - front (works with Avery 3263 and 8387).**
 Category: [Stationery, Labels, and Cards : Cards and Binders](#)
 Provided by: [Avery Dennison](#) [Go to Preview](#)

Notice that in the category of Stationery, Labels, and Cards, when you select a specific card, it tells you what Avery stationery this was designed to print on.

To Save the Templates:

Click on the template you want to preview.
If you want to use this template, click on Edit in Microsoft Word.

(You may or may not get a message asking if you want to download this and that it could be a security risk. Go ahead and accept it. If you still have problems downloading, see the end of this document for more information.



The document will download to your computer and open in Word.
If you want to use this as a Template, File↓Save As, and under Save as Type, choose Document Template *.dot.

To Modify the Templates:

Modify Clipart:

Select the item you want to change and eliminate it by pressing the Delete key. Make note of the location so you can put the new item in the same place.

Insert↓Picture→Clip Art

Right Click↓Format Picture

Choose the Layout Tab

Choose In Front of Text

Press the Advanced button at the bottom of the window

Choose the Picture Position Tab

Under Options, remove all checked items **except** Allow Overlap.

These settings will allow you to move the clipart to the desired location on your document without affecting the position of text or other elements in the document.

Clipart can also be modified using any of the techniques described earlier in this handout.

To Modify WordArt:

If WordArt is used in the template, you can simply double-click it and replace the text in the window that appears, if you want to use the same style.

If you want to change the WordArt style, click on the WordArt to get the WordArt Toolbar.



To change the style of WordArt, use the Style Gallery button.



To rotate your WordArt (so that it appears upside down on the printed page, but right-side up when the page is folded), use the Free Rotate button.

More Troubleshooting Downloads from the Template Gallery:

To open a template from Template Gallery and edit it in your Office program, Template Gallery must be able to download an ActiveX control to your computer. Template Gallery must also be able to create and read a cookie on your computer to track your acceptance of the license terms. You have arrived at this page for one of the following reasons:

- ❖ Your Internet Explorer security level for the Internet is set to High. To avoid lowering the security level for the Internet, include Template Gallery as a Trusted Site by doing the following in Internet Explorer:

1. On the **Tools** menu, click **Internet Options**, and then click the **Security** tab.
2. In the list of Web content zones, click the Trusted Sites icon.
3. Click **Sites**.
4. Uncheck "Require server verification (https:) for all sites in this zone."
5. In the **Add this Website to the Zone** box, enter the Internet address **http://search.officeupdate.microsoft.com**.
6. Click **Add**.
7. In the **Add this Website to the Zone** box, enter the address **http://officeupdate.microsoft.com**.
8. Click **Add**.
9. Click **OK** twice.

Alternatively, you can lower your Internet security level to Medium to allow signed ActiveX controls and cookies. However, this setting affects your security when visiting any Web site.

Call 800-221-3104 toll free (US & Canada)

or

email: info@4expertise.com

to ask questions or order.

Can also be ordered at <http://www.4expertise.com/> the shopping cart Store of Hard-to-Find Business Tools with over 2000 downloadable forms, templates, software, manuals, job descriptions, game bird books, dental SOPs, e-books, free gifts, free-form software, medical tools, consulting tools, marketing tools, wills, living wills, advanced directives, and much more. We accept all major credit cards and ship internationally. All products have a 30-day money back guarantee.