

**Keeping the picture in proportion**

*If you drag from a corner handle then the picture will stay in proportion. If you drag from a middle handle you will stretch or squash the picture.*



**8.3.5 Rotating Clipart**

1. Select the Clipart
2. Click on the green handle at the top of the Clipart
3. Hold down the mouse button, move the cursor left or right

*Picture will rotate around central axis*

**8.3.6 Deleting Clipart**

1. Select the Clipart
2. Press the Delete key

***If you inserted the Clipart using the placeholder....***

*You will still see the placeholder when your Clipart is deleted. This will not print, and it will not show during an on screen show. To get rid of it, change the layout, or add a different piece of Clipart.*



## 8.4 Using the Picture Toolbar

**8.4.1 Displaying the Picture Toolbar**

*Select the picture*

*Picture toolbar should display automatically*

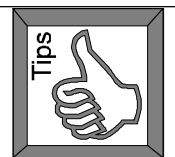


Or

1. Click on View
2. Click on Toolbars
3. Click on Picture


***Don't close the Picture toolbar***

*It will automatically disappear when you click away from the picture and re-appear when you click on the picture...*



**8.4.2 Image Control**

To make an image greyscale, black and white or watermark...

1. Select the picture
2. Click on Image Control on the Picture Toolbar 
3. Click on the style you require

### **My Clipart/picture seems to have disappeared**

The order in which you change the image control makes a difference. Go back to Automatic and try again.



## 8.4.3 Contrast and Brightness


These work just like the controls on a TV set.

1. Select the picture
2. Click on the icon you require (shown below). The more you click the more the image will change



## 8.4.4 Cropping

This allows you to cut the edges off a picture.


1. Select the picture
2. Click on the Crop icon  Handles become black dotted lines



Click on a handle and drag inwards

3. Position the mouse over a handle
4. Click and drag inwards to cut off an edge
5. Click on Crop icon again to finish

## 8.4.5 Borders


1. Select the picture
2. Click on the Line Style icon  Drop down menu appears
3. Click on the style of border you require  
or  
Click on More Lines
4. Choose the Colors & Lines Tab

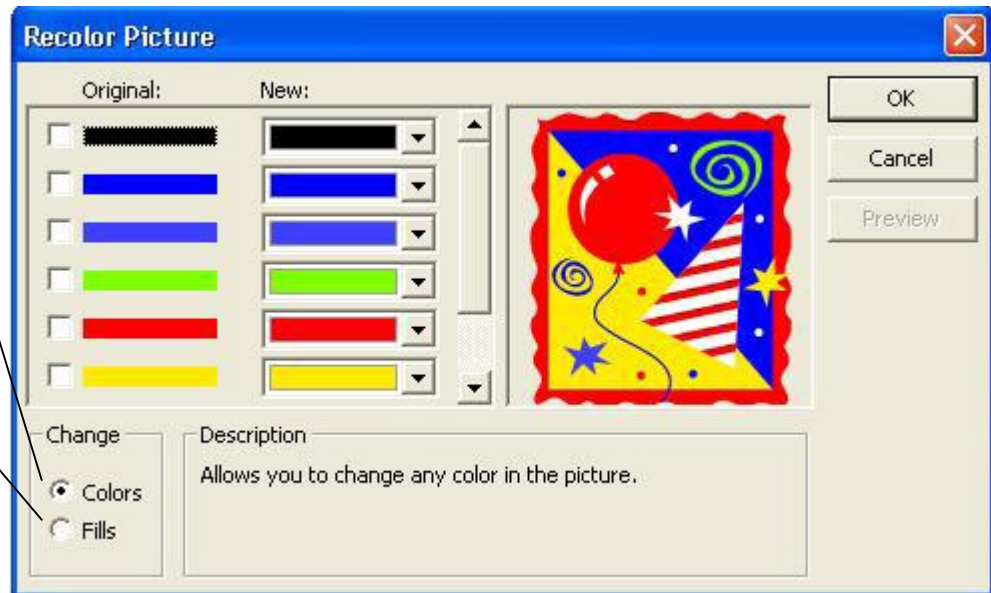


Click the down arrow here then click on no line to remove borders

5. Change the line options as required
6. Click OK

## 8.4.6 Recoloring

1. Select the picture
2. Click on the Recolor Picture icon 



Colors will display all the colours in the picture

Fills will not display line colours

3. Find the colour you wish to change underneath Original (you may have to scroll)
4. Click on the down arrow underneath New, next to the colour you wish to change
5. Click on a colour  
or  
Click on More Colors if the colour you require isn't listed
6. Click OK