

Graphics and Clip Art in AppleWorks 6.0

Inserting and Using Clip Art

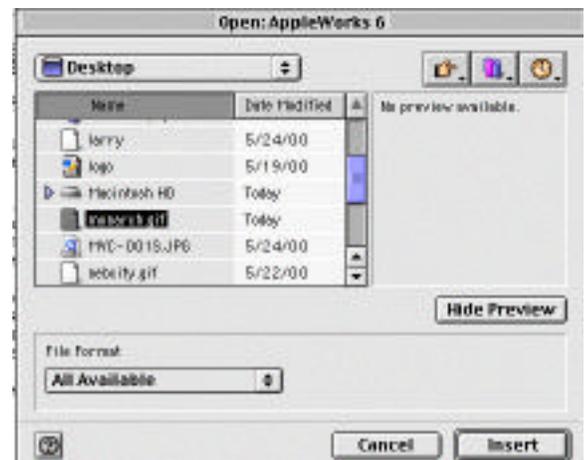
There are several methods by which clip art can be added to a AppleWorks document. The first will be to insert clip art that has been saved on a disk. In this example the clip art will be taken from the desktop of the computer.

1. Before inserting clip art it is best to select the 'Arrow Pointer' tool from the tools menu. If the tools menu is not showing then select 'Show Tools' from



the 'Windows' menu, or click the toolbox, , at the bottom of the window.

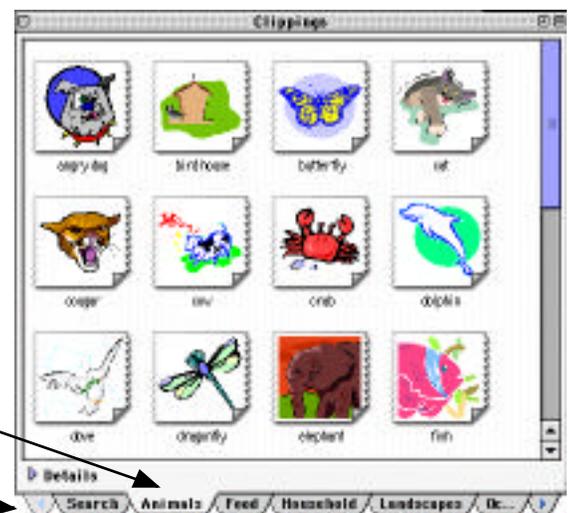
2. Choose 'Insert' from the 'File' menu.
3. The following navigation will appear. Navigate to the desktop (or to whatever location the clip art is located).
4. Be sure to select 'All Available' from the 'File Format' pop-up menu.
5. Select the clip art (monarch.gif in this example) and click 'Insert'.
6. The clip art will be inserted into the document. It can now be moved to the appropriate location.



Clip Art from Clippings

Clip Art is also available from the AppleWorks Clippings.

1. Be sure the 'Arrow Pointer' is selected.
2. Choose 'Show Clippings' from the 'File' menu. The 'Clippings' window will appear.
3. Select the tab for the category of clippings.
4. Use the left and right arrow tabs to see more categories.

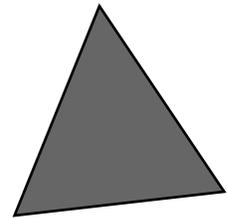


5. A graphic can be added to your document by dragging the clipping to the document window or by double-clicking on the clipping. If you have the arrow tool selected you can move the graphic around by click-dragging.
6. Note the 4 squares at each corner of the graphic. Anytime you want to work with a graphic, it must be selected. To select a graphic, choose the arrow tool from the tool bar, then click once on the graphic. The graphic is selected (4 squares around the graphic.)
7. To resize the graphic, click and pull on one of the 4 squares around the graphic. Be careful about distortion. Holding down the shift key while re-sizing keeps the graphic proportionally correct.

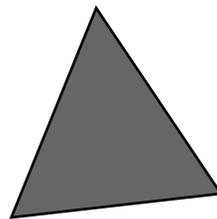


Text wrap

1. Select the graphic and choose Options, Text Wrap..., The 'Text Wrap' dialog box appears.
2. Choose regular or irregular. Now when the graphic is moved, the text will wrap around it.

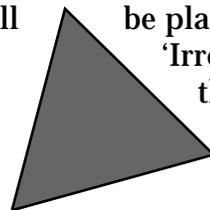


3. If 'Regular' is chosen then the text will wrap uniformly around the edge of a graphic (as if there is an imaginary rectangular border around the graphic). This graphic has regular text wrap.



text will wrap uniformly around the edge of an imaginary rectangular border around the graphic. Notice how uniformly the text

4. If 'Irregular' is chosen then the text will wrap around the actual edge of the graphic. This is an example of 'Irregular' text wrap. Whether or not is a personal preference on how you want the text to appear around the graphic.



be placed as close to the edge of the actual graphic will 'Regular' text wrap and to use 'Regular' or 'Irregular' text wrap.