

How to Customize Clip Art Using Only PowerPoint 2007/2010

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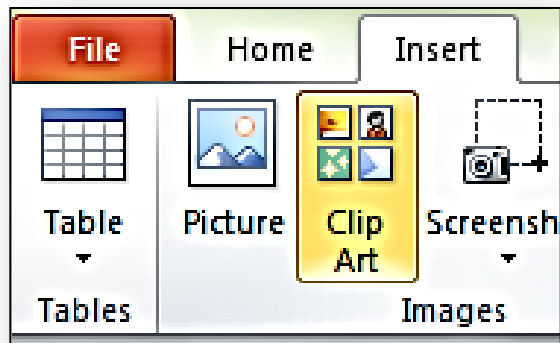
In this lesson...

- You'll learn - how to customize clipart from the Microsoft Gallery and change it to your own specifications using only the tools found in PowerPoint.
- You need PowerPoint 2007 or PowerPoint 2010 versions for this tutorial.

Scenario

- In this scenario, we are going to assume that we are in an organization that needs to create posters for a Fall Festival.
- We are going to need something that looks like our school colors and add some text and dates.

Step 1: Get clipart

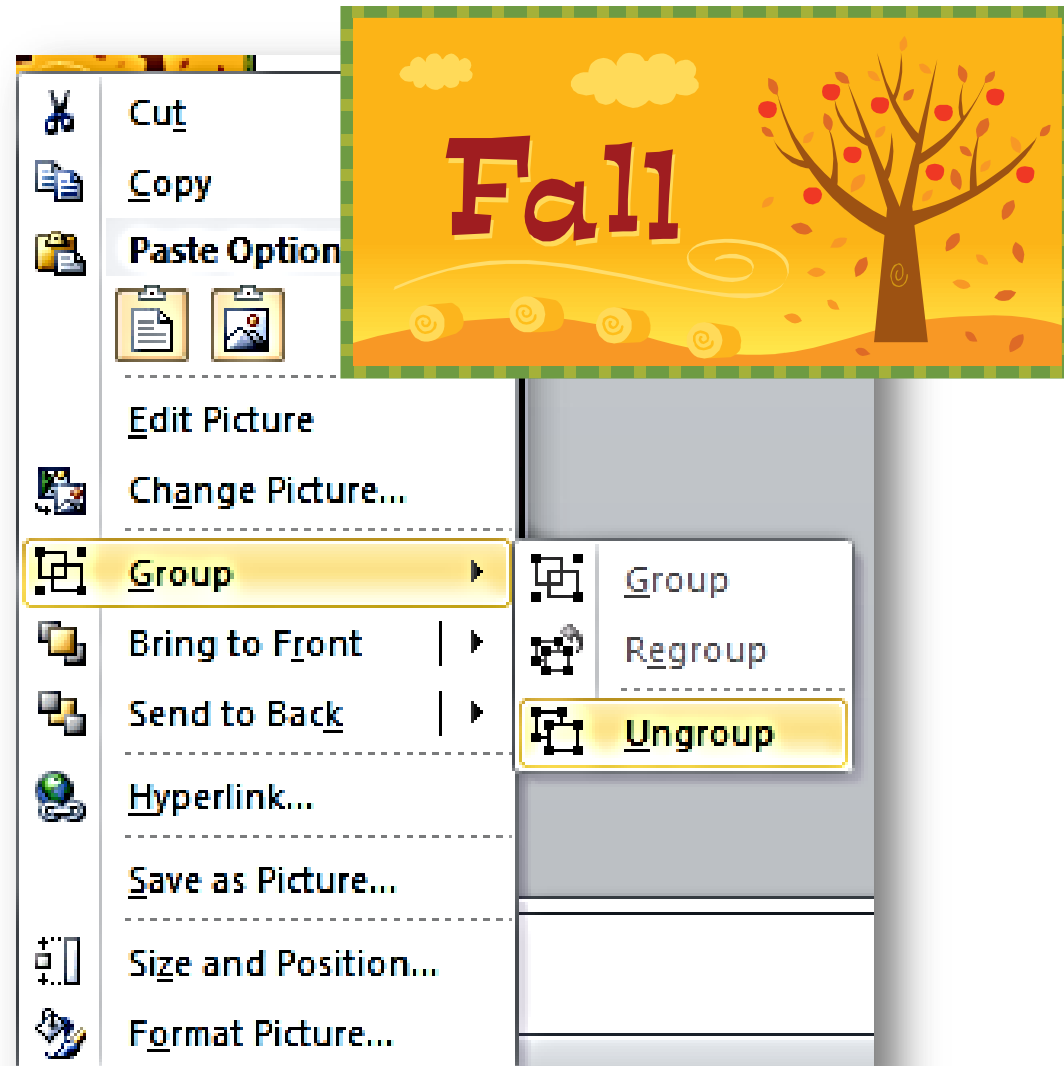


Step 2: “UNGROUP” to convert

Right-click on the picture you have chosen.

Choose: **Group**, then submenu: **Ungroup**.

Choose “**Yes**”.



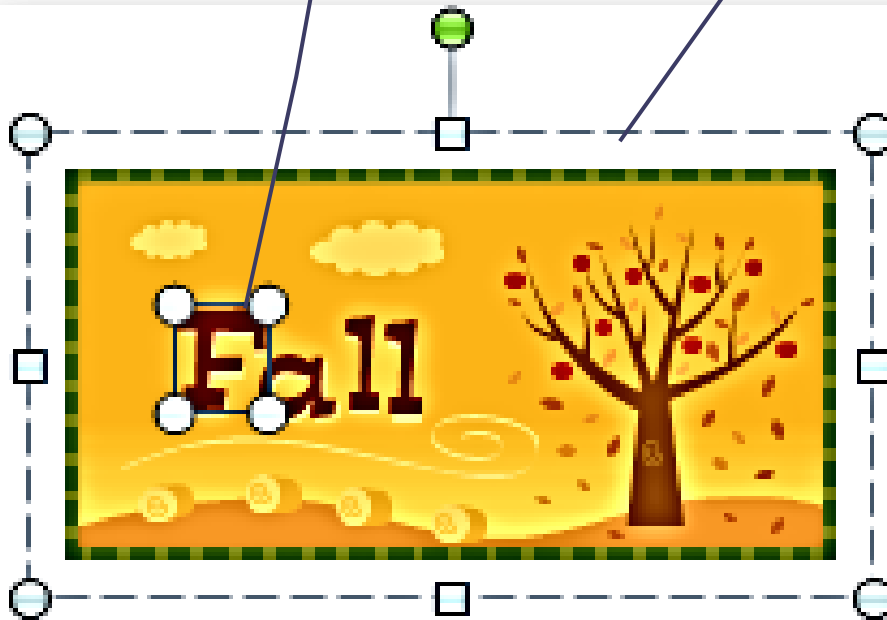
NOTE:

- UNGROUP **ONCE** FOR MAIN PICTURE CHANGES.
- UNGROUP **TWICE** FOR DETAILED CHANGES!

EXAMPLE OF UNGROUPING “ONCE”

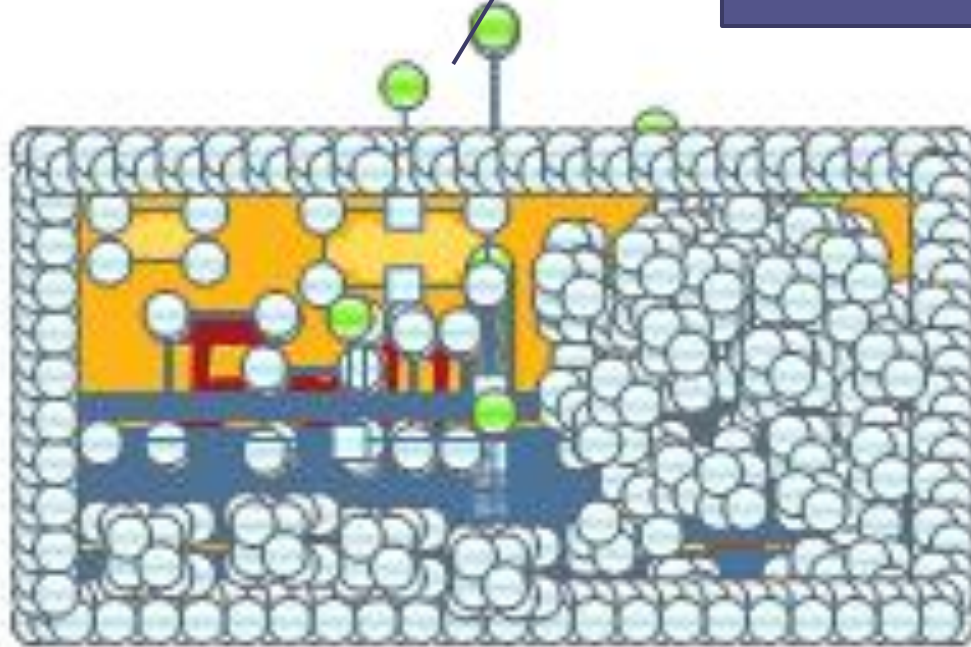
Solid line around “areas”
allow you to change
individual items.

Dotted line around
whole pic means it stays
pretty much intact.



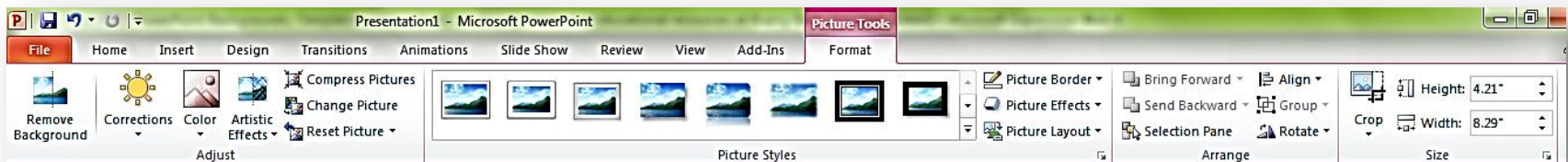
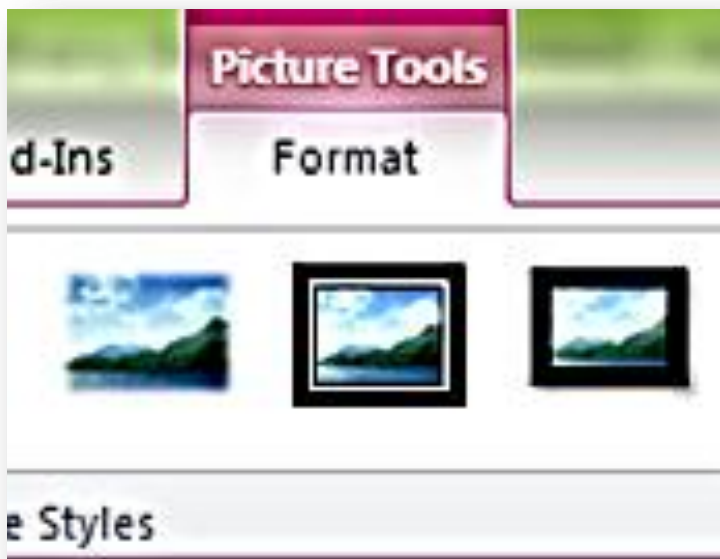
Example of ungrouping “twice”:

EVERY SINGLE LINE,
SHAPE AND OBJECT
IS UNGROUPED.



**SAMPLE SCENARIO: CHANGE CLIP
ART TO YOUR ORGANIZATION
COLORS: (GREEN AND WHITE)
AND ADD DATES FOR FESTIVAL**

USE THE **FORMAT** TAB FOR ALL EDITS.



Enlarge the pic so it's easier to work with.

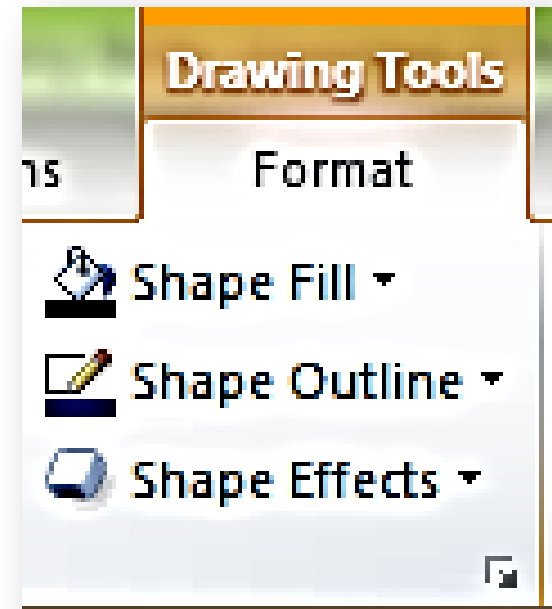


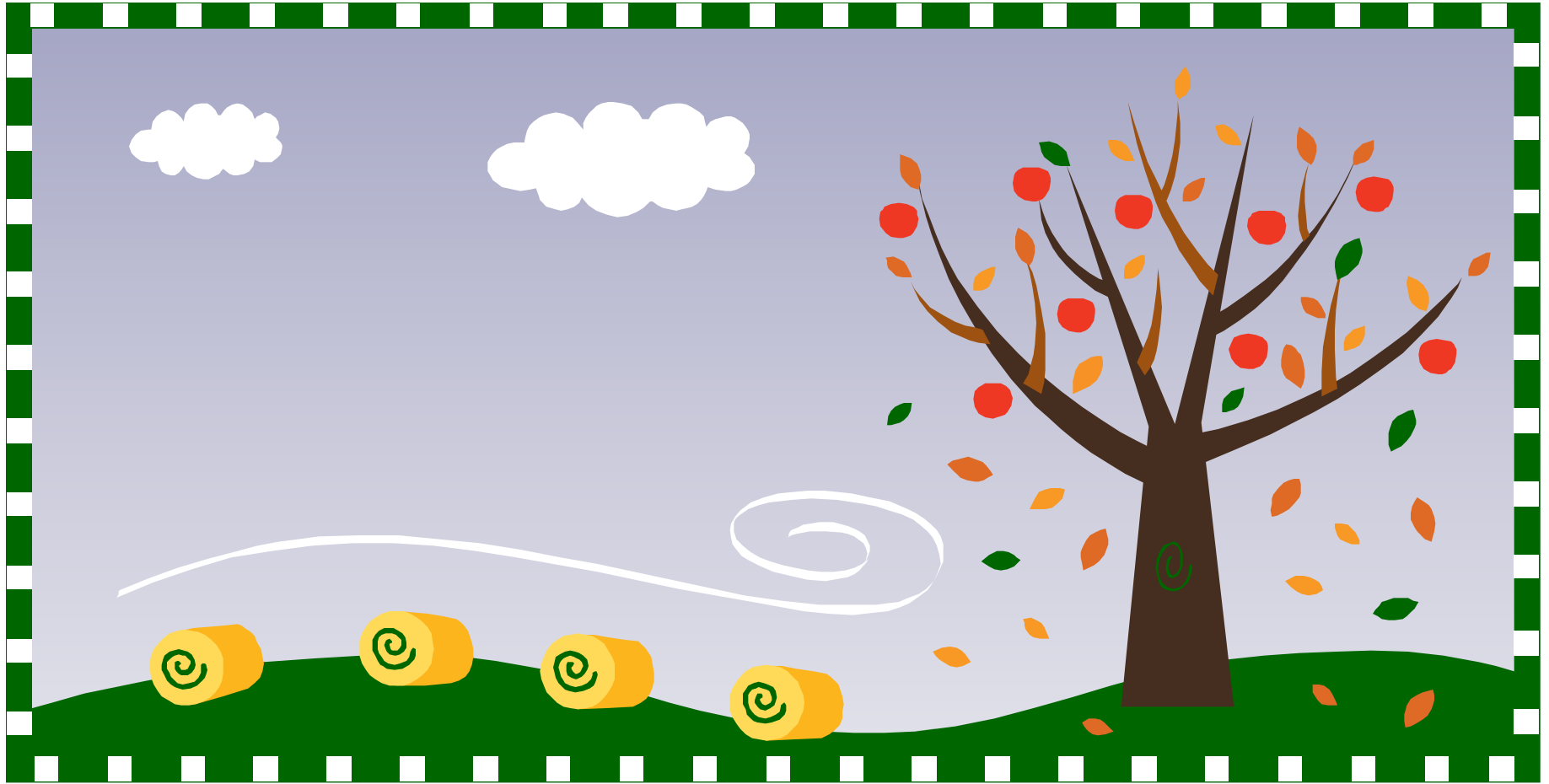
First, we'll get rid what we don't want..To do this, **click** on each element of the clip art you want gone to **highlight** it, and **delete** it.



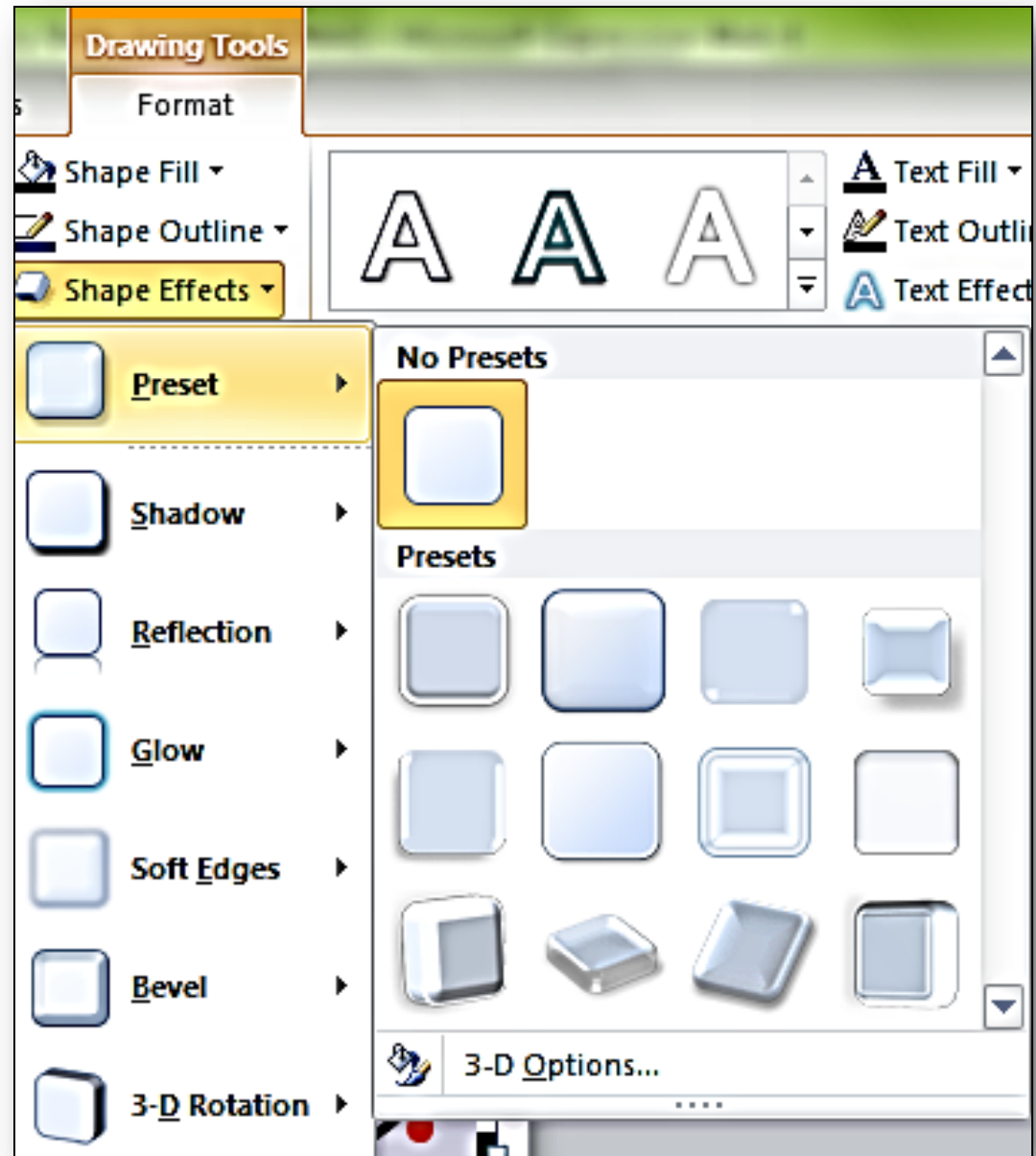
Now, we'll change the colors using the same method: click on each element you want to change, go to the **Format** menu and choose a different **shape fill** or **shape outline** color.

For example...





Add interest by using **Shape Effects** to individual elements...





Finally, add your text in any font you choose, but remember San Serif fonts (those without the “Squiggly lines” and the cleaner lines are easier to read by all!

**GREENUP HIGH SCHOOL
FALL FESTIVAL**

SEPTEMBER 29 & 30

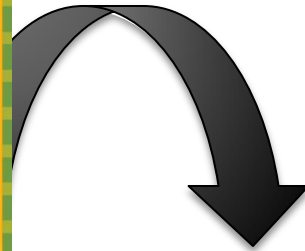
FOOTBALL STADIUM AREA

9 A.M. TO 6 P.M.

FOOD, CRAFTS, SHOWS!



We have gone from this to this and customized our own clip art!



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