

Manipulating Clip Art

Once you have inserted clip art into your document, you can easily move or modify the clip art to make it more dynamic, colorful, and creative. You can obtain clip art from the [Microsoft Clip Organizer](#) and by importing it from the Web.


Moving Clip Art

You can easily move clip art from one location to another on your page.

NOTE: By default, clip art is inserted into the document as In line with text. By modifying the text wrapping style, the clip art can be moved more freely on the page. See Using Text Wrap for options on modifying text wrapping styles.

Moving Clip Art: Mouse Option

1. Select the clip art you wish to move by clicking it.
2. While holding down the mouse button, drag the clip art to the desired location on the page.
3. Release the mouse button the clip art is moved to the new location.

NOTE: If you are not satisfied with the results, on the [Quick Access toolbar](#), click UNDO 

Moving Clip Art: Ribbon Option

NOTE: The [Ribbon](#) option for moving clip art is available only in Word and Publisher.

1. Select the clip art by double clicking it the [Format](#) command tab appears.



Position

2. In the [Arrange](#) group, click **POSITION**  » select desired position option and the clip art is repositioned.

Moving Clip Art: Dialog Box Option

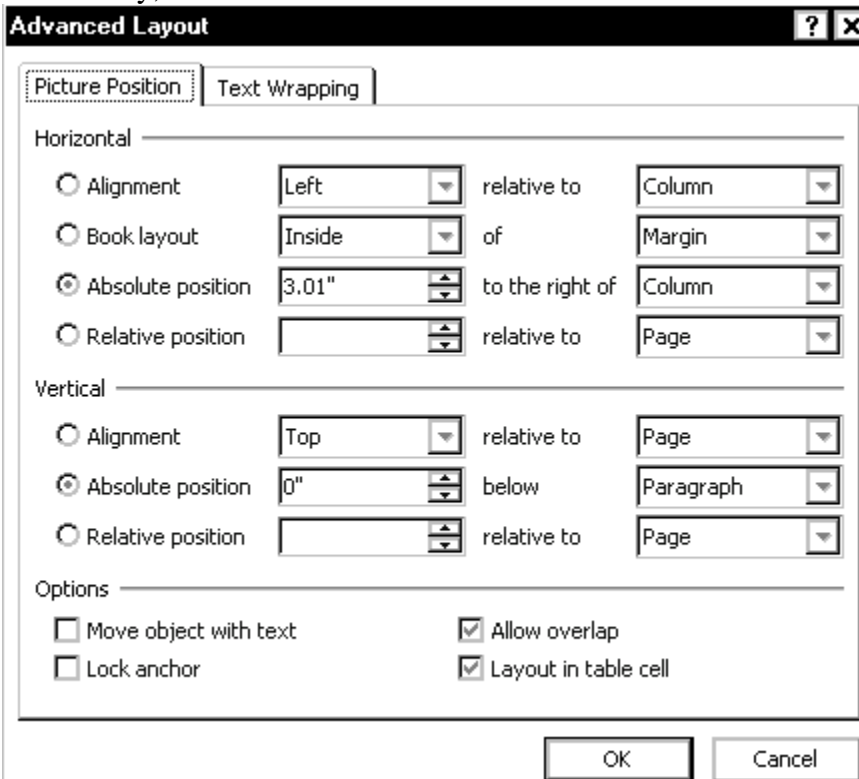
NOTE: The [Advanced Layout](#) dialog box allows for more precise positioning.

1. Select the clip art by double clicking it the [Format](#) command tab appears.



Position

2. In the **Arrange** group, click **POSITION** » select **More Layout Options** the **Advanced Layout** dialog box appears.
3. Select the **Picture Position** tab, as appropriate.
HINT: The **Picture Position** tab allows you to align your clip art vertically and horizontally, as desired.



4. Make the appropriate changes.
5. Click **OK** the clip art is repositioned.

Modifying Clip Art

You can modify clip art by using the commands on the **Picture Tools** tab. To see the functions of specific buttons in the groups, see [Overview of Clip Art: Common Command Tab Buttons](#). Some examples of modifying clip art include re-coloring, changing, or adding borders, repositioning, or cropping an image.