

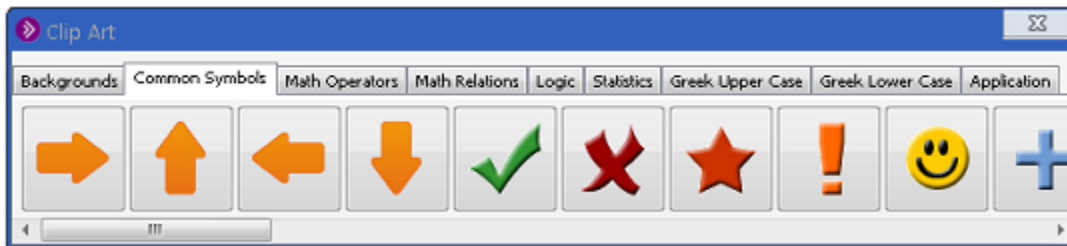
CLIP ART

A standard library of Clip Art images and Background images are available for Moderators and for Participants if they have the Whiteboard permission. Customized Clip Art collections can be created and reused.

Insert Clip Art Images

Follow the steps below to insert a clip art image on the Whiteboard:


1. Click on the Insert Clip Art  button. The Clip Art dialog opens.



2. Select the tab that contains the clip art you wish to load.
3. Select (single- click on) the desired image.
 - Tip:** As you hover your mouse over an image, a tool tip will provide a description of the image.
4. Move your cursor to the desired position on the Whiteboard then click on the Whiteboard to anchor the image into position.


Insert Clip Art Images as Stamps

You can use clip art images as stamps, so you can repeatedly insert the same image over and over. To do so, double-click on the desired image in the Clip Art dialog.


Your cursor will change to a stamp icon . Click on the Whiteboard in as many places as you want to leave a stamp. The cursor will remain a stamp tool until you select a different clip art image or use one of the Whiteboard drawing tools.

Create New Clip Art Collections

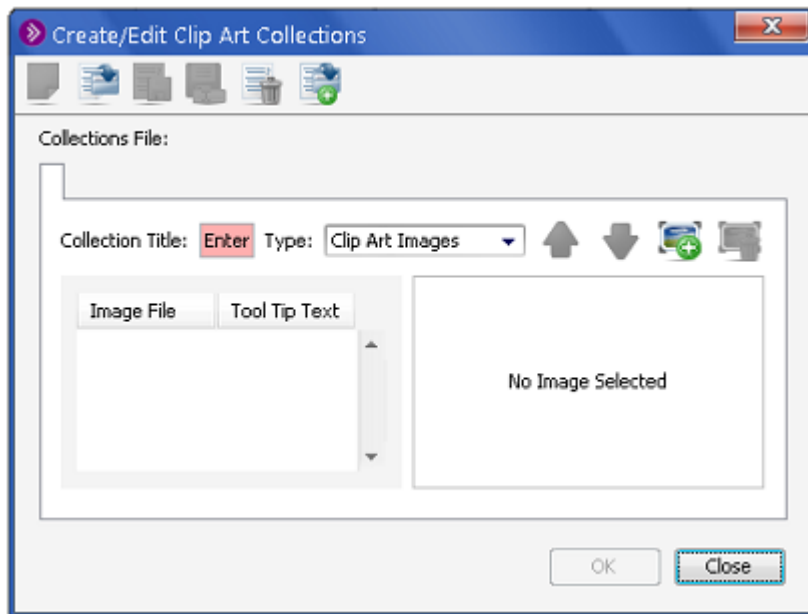
New Clip Art collections can be created at any time. To create a new collection, do the following:

1. Open the Create/Edit Clip Art Collections dialog by doing one of the following:
 - o From the Tools menu, select Whiteboard, followed by Create/Edit Clipboard Col-lections...
 - o From the Manage Clip Art collections dialog, click the New Clip Art Collections icon. 

The Create/Edit Clip Art Collections dialog opens.

2. Click on the New Collection  button in the Create/Edit Clip Art Collections dialog to display a blank collection file template.

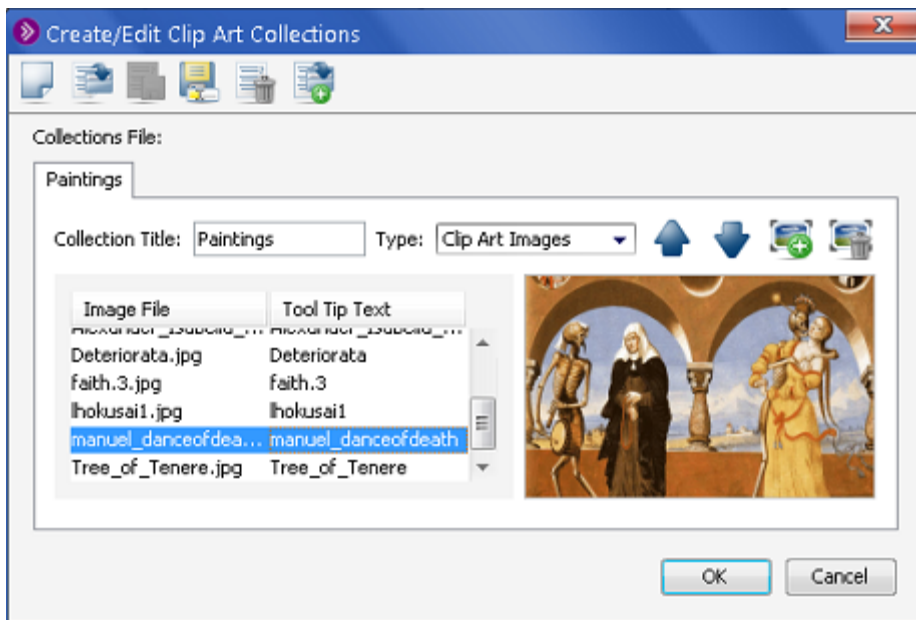
3. Enter the title of the collection in the Collection Title: text box (highlighted in pink below)








4. Click on the Add Image File to Collection button to load a new image into the collection. Use the operating system's dialog to select the files to load.

When loading multiple images, they can be loaded in the order that they are selected, in alphabetical or in alphanumeric order. Alphanumeric sorts first by number (1, 2, 3, etc.) and then by text (a, b, c, etc.).

The images appear on the list




5. For every image, the Tool Tip Text to display for file column will show the name of the image. You may edit the names by double-clicking in the text box and entering the name.

6. Re-order the images by clicking on either the up  button to move the image up or clicking on the down  button to move the image down. You can also delete the image by clicking on the delete  button.
7. You can add an existing collection into the current collection by clicking on the add  button. This will add the collection to the existing set and will appear as a new tab in the current collection.
8. Once you have entered the images, click on the save  button to save the collection(s) to a new file.
9. Click Close to exit this window. The new collection will now appear on the Clip Art Collections dialog box.


Add a Clip Art Collection to the Library

To add a Specified Clip Art Collection to the Clip Art Library, do the following:

1. From the Clip Art Collections dialog box, click on the  button in the tool bar.
2. The “Browse for Collections Files to Use” dialog box appears.
3. Navigate to the folder containing the clip art collection file and select the file from the list.
4. Click Open to load the collection and dismiss the dialog box.

The Clip Art collection is loaded into the Clip Art library and appears in the Clip Art Collections dialog box.


Remove Clip Art Collections from the Library

1. To remove a customized Clip Art collection from the Clip Art Library, do the following:
2. From the Clip Art Collections dialog box, select the collection to be deleted and then click the  button. This button is deactivated if there are no user-imported clip art collections available.
3. The Remove User Collections Confirmation dialog box appears.
4. Click **OK** to remove the Clip Art collection from the library.

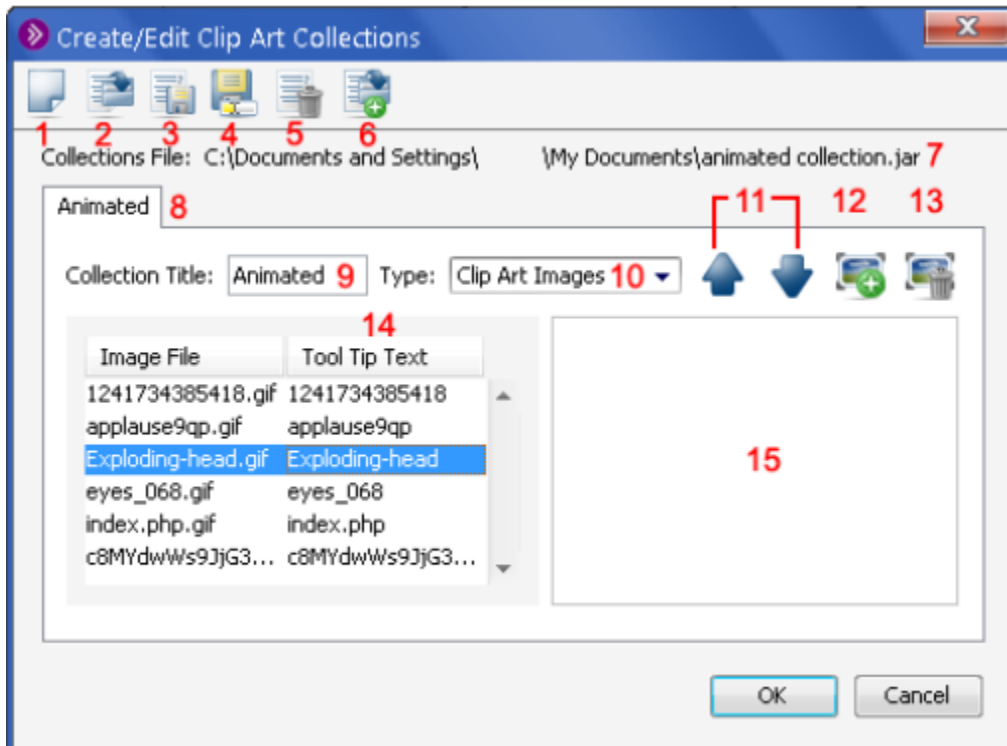
Note: You cannot remove the default Collections, only turn them off.

Edit, Delete and Merge Clip Art Collections

To edit a customized Clip Art collection file, load the file in one of the following methods:

1. From the Tools menu, select Whiteboard, followed by Manage Clip Art Collections...
The Clip Art Collections dialog box appears.
2. Select the Collection file to be edited.
3. Click the Edit the Clip Art Collection button  .

The Create/Edit Clip Art Collections dialog opens.



- 1 New collections button. Click to create a new collection in the current file.
- 2 Load collection file button. Click to load a collection from the computer.
- 3 Save collections button. Click to save a collection
- 4 Save to specified file button. Click to save the currently open collections as a new file.
- 5 Delete collection button. Click to delete the current collection from the file.
- 6 Add collections button. Click to add collections from another collections file to this collection file.
- 7 The name and location of the current collections file.
- 8 Currently open collections. Each is represented by a tab with its title. Click the tabs to move to a different collection.
- 9 The title of the current collection. Click to edit.
- 10 The type of the images in the current collection. Choose Clip Art Images or Background Images. Background images are placed as backgrounds on the Whiteboard. clip art images are placed as objects in the foreground.
- 11 Arrows. Click to move the currently selected image up or down on the list.
- 12 Add new image button. Click to add another image to the current collection.
- 13 Delete image file. Click to remove the currently selected file from the collection.
- 14 Tool tip text that appears over each image when the clip art is hovered over with the mouse cursor. Double click to edit.
- 15 Preview area.