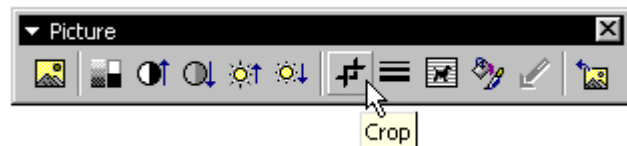


## Cropping



The first thing you should know about modifying clipart is how to adjust the size. When you single click on clipart, the clipart is selected and square “nodes” appear on the corners and sides, as shown on the left. To use the Picture Toolbar, select the object. To display the Picture Toolbar, pull down the View menu and select **Picture**. The Picture Toolbar is displayed below.



This same toolbar is used when you insert a picture from a file - like a family photo. If you crop a picture, you cut out part of the picture along one of the sides. So, let's pretend our clipart is a family photo and cut out your bossy sister!

1. Choose the **Crop** tool, as above.
2. Move your mouse over one of the top, bottom, or side nodes. The crop tool appears along with your mouse.
3. Hold the mouse button down and drag to crop. Note that you can also press the **Alt** key here while dragging for greater control.



Cropping — To delete or conceal portions of an object that are not wanted.

### Desktop Publishing

Use desktop publishing software with alternative input devices.