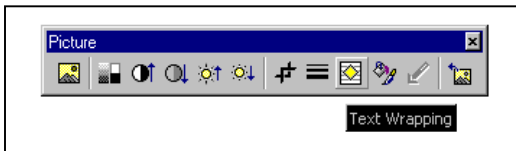


6. Your picture will now be in your document, but it is probably too big or too small. Click and drag on the “handles” of the clip art to size it.

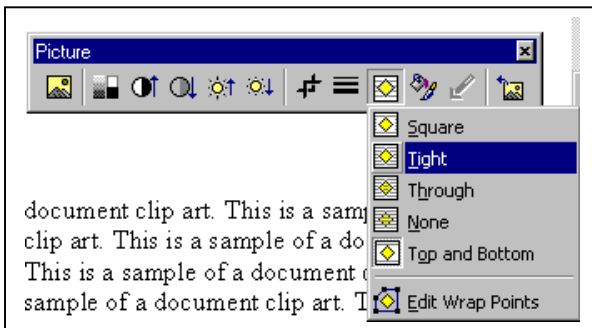
to size it.

7. To move the position of the clip art, click in the center and drag it where you want it to go.

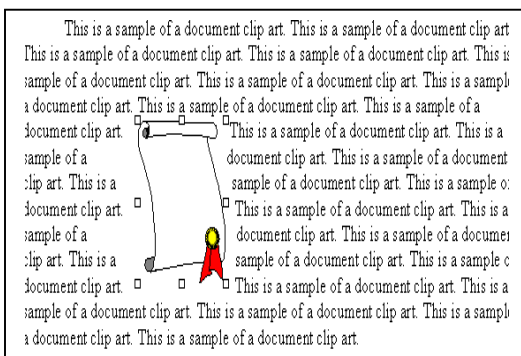


8. To change the text around the picture, click on the picture (make sure the handles are showing)

then click on the text-wrapping tool on the picture tool bar.



9. From the little menu that drops down, click “tight”. This will make the text wrap around your picture.



10. This is the finished product!