

# Recoloring Clip Art

After inserting any type of picture, the picture toolbar will appear on your screen. If the toolbar does not appear, right-click on any toolbar and select PICTURE from the short-cut menu. The buttons are explained below from left to right.

<b>Insert picture from file</b>	Opens the Insert Picture dialogue box
<b>Image Control</b>	To change the picture from its automatic colors to black and white, greyscale, or watermark – a pale, low contrast image that makes an effective background
<b>Contrast and Brightness buttons</b>	To improve the color or contrast balance of photographs or clip art for creating bleaching, shadows, or special effects
<b>Crop tool</b>	To trim the picture
<b>Line style</b>	To change the type of line around the picture
<b>Recolor picture</b>	Can be used only on clip art, allowing - you to replace any of the original colors with new ones

1. Select the clip art picture.
2. Click the **Recolor Picture button**.
3. Click on an **original** color.
4. In the **new** color list, click the drop-down arrow.
5. Select **More colors**,
6. Choose a new color and click **OK**.

**Set transparent color** – You can set one color as transparent so that the slide background shows through. This can only be used on photographs, JPEG, GIF, or BMP formats.

**Reset picture** – You can reset any changes made back to the original.

As you select colors, they are added to the initial set.