

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.

Insert picture from file	Opens the Insert Picture dialogue box
Image Control	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
Contrast and Brightness buttons	To improve the color or contrast balance of photographs or clip art for creating bleaching, shadows, or special effects
Crop tool	To trim the picture
Line style	To change the type of line around the picture
Recolor picture	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.