

Placing Clipart on the page

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This lesson shows you how to view and place clipart on the page is by using CoreDRAW's Scrapbook option. The Scrapbook in CoreDRAW lets you access files from anywhere on your computer whether on the hard drive, floppy, Zip disk or CD ROM. The following steps will help you open the Scrapbook and locate clipart files.

This lesson uses the Stahls' Template & Clipart CD ROM as an example.

Note: If you do not have the Stahls' Template & Clipart CD, you can use any clipart file. However your results may differ.

2

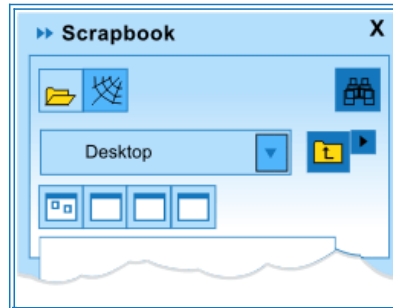
With a page on screen in CoreDRAW **select Window** at the top of the screen, then **select Dockers**, **Scrapbook** and **Browse**.

Note: If the Scrapbook is open at the right side of the screen skip this step.

The Scrapbook menu will be displayed at the right side of the screen.

This is a Dockers menu, can be opened, closed, collapsed and expanded.

In the top left corner of the Scrapbook menu are two small arrows pointing to the right.



If you select them the Scrapbook will collapse to the right side of the screen. The two arrows will then change and point to the left. If you select them again the Scrapbook will expand again.

If you select the "X" at the top of the menu you will close the Scrapbook.

In the sample the Scrapbook is set to look in the Desktop for files. Select the down arrow at the end of the Folder Selection box to change directories. You can also change folders by selecting the icons in the lower part of the menu.

If you need to go back to a previous directory or folder, select the down arrow in the folder selection box or select the icon with the image of a file folder with an arrow pointing up.

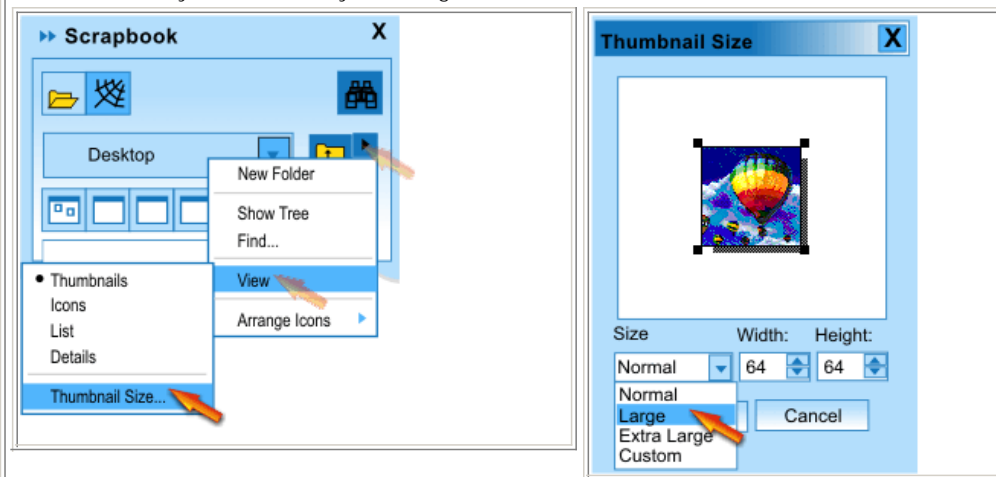
The next icon on the menu is a small arrow pointing to the right. Select this icon and you are given the choices of: New Folder, Show Tree, Find, View and Arrange Icons.

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If the Thumbnail icons in the Scrapbook are too small you can change the size, by **selecting** the **small arrow icon** pointing to the left. Then **select View** and **Thumbnail Size**.

The Thumbnail Size menu will be displayed on screen. At the bottom of the menu **select** the **down arrow** in the **size box** and choose from Normal, Large, Extra Large or Custom. If you choose the custom setting you can set the size of the Thumbnails anywhere between 32 and 125.

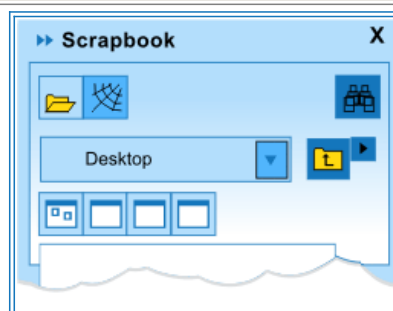
Select OK after you have made your changes.



4

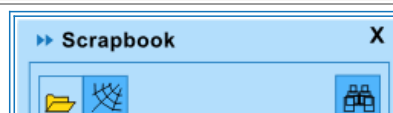
With the menu open and expanded you can select the different available areas on your computer.

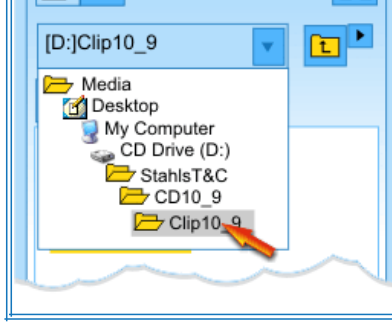
Set the Scrapbook to the Stahls' Templates & Clipart CD, **double click** on the **Desktop icon** on the menu.



5

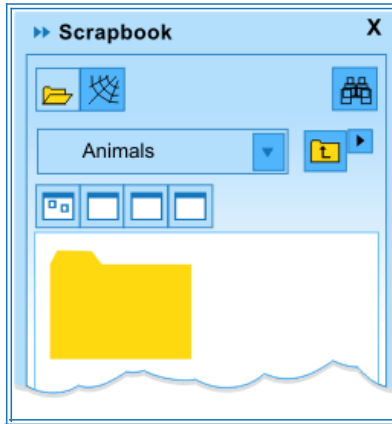
Double click on **My Computer**, **double click** on your **CD ROM drive** where the Stahls' Templates & Clipart disk is located.





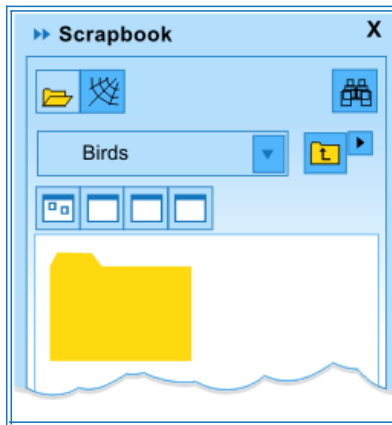
6

To view the file for CorelDRAW, **double click** on the folder for your version of CorelDRAW then the clipart folder. CD10_9 for CorelDRAW 9 and 10
 You will then be shown a list of the different clipart directories available. **Double click** on the **category** you wish to use and the Clipart files will be displayed in the Scrapbook menu.



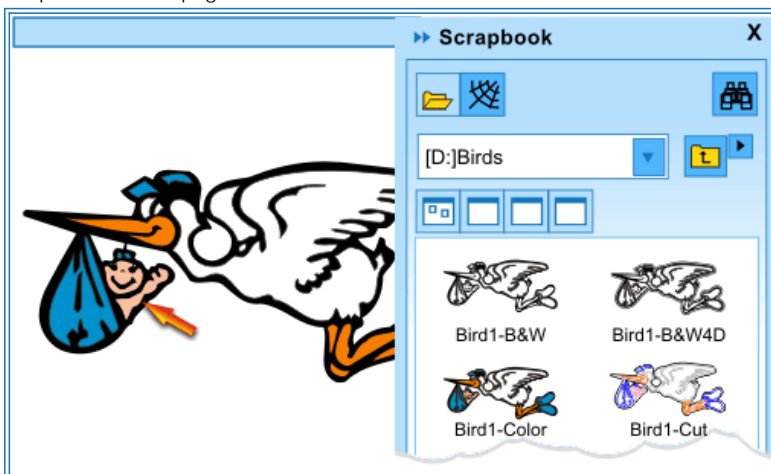
7

To open additional directories, simply double click on the folder to open it.



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To place a Clipart image on the screen simply **select** the **Clipart** and **drag** it to the page. The Clipart will be placed on the page.



Note: The clipart file names are coded to let you know the differences in the files.
 B&W = Black & White
 B&W4D = Black & White for dark garments.
 Color = Full Color
 Cut = Cut file, fills have been removed
 Cut4D = Cut file for dark garments, fill removed

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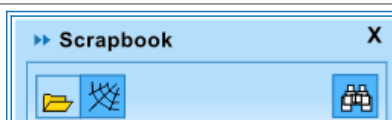
At this point the Clipart can be resized, moved and re-colored if needed. Please see the next lessons for more information.

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To add another Clipart design to the page again simply **select** the **Clipart** you wish to use and **drag** it to the page.

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To change directories, **select** the **Up one Level** (folder icon with the up arrow at the top of the scrapbook menu) **on the top of the Scrapbook menu**. Each time you select this button you will be taken back



one level to the previous directory. Once you find the Clipart directory you wish to use, double click on it and it will show you the additional files available.

