PowerPoint 2000
Modifying Clipart

There are times when you find great clipart, only to realize that the object is facing the wrong way or you want to change the color of the object. You can easily modify clipart in PowerPoint.

**Editing Clipart**

1. From PowerPoint click on **Insert** from the **Menu**, select **Picture** then **Clipart**. Insert the graphic of your choice.

2. **Click** the object to **Select** the clipart then **Right mouse** click the object to bring up the Quick menu.

3. Select **Grouping**, then choose **Ungroup** from the menu.

4. PowerPoint will display a message about converting the graphic to a drawing that can be manipulated. Click, **YES**.

5. The object will be broken up into individual pieces, **(don't disturb their order)**.

6. Now, we must group the object back together. **Right mouse** click on the object and **Select Grouping**, then **Group**.

7. Now, using your **Drawing Toolbar** you can manipulate the object, by flipping, rotating, etc.

8. Copy and paste the modified clipart into your document.