

# CLIPART INSERTED INTO A TEXT BOX



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Click on the blue, underlined text to go to its linked reference.<sup>1</sup>

Most WordPerfect users are aware that one can insert a “text box” (a graphic containing characters) into a document by selecting Insert ► Text Box. However, many do not know that one can insert clipart into a text box along with that text.

Here’s how to do that.

1. From the MenuBar, select Insert ► Text Box (Figure 1).

2. The text box appears on the right margin from the cursor’s position (Figure 2).

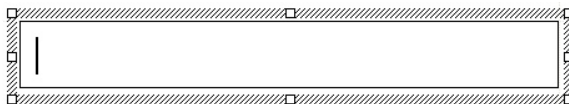


Figure 2

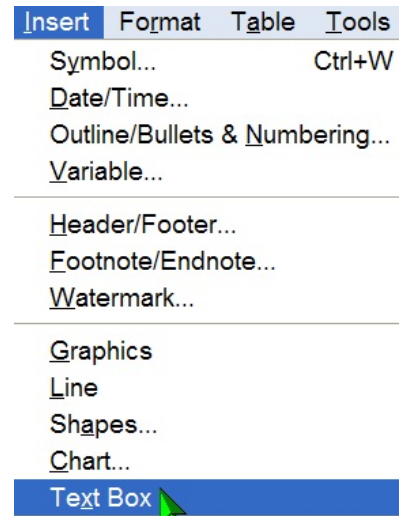


Figure 1

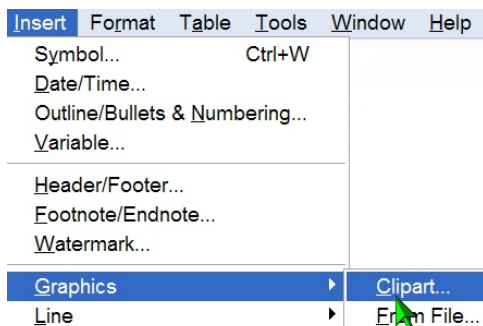


Figure 3

3. From the MenuBar, select Insert ► Graphics ► Clipart (Figure 3).

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4. Select a graphic from your clipart scrapbook (Figure 4). NOTE: Your clipart collection will look different than mine.

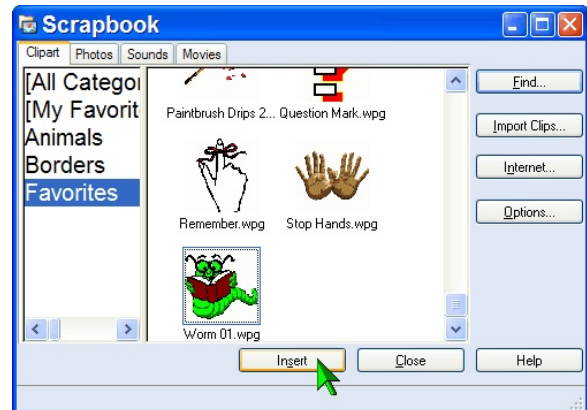


Figure 4

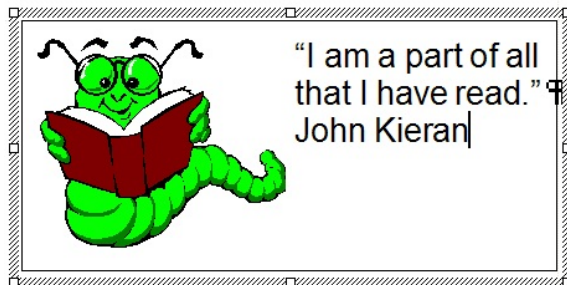


Figure 5

6. Select the text you want to change. (Figure 6).

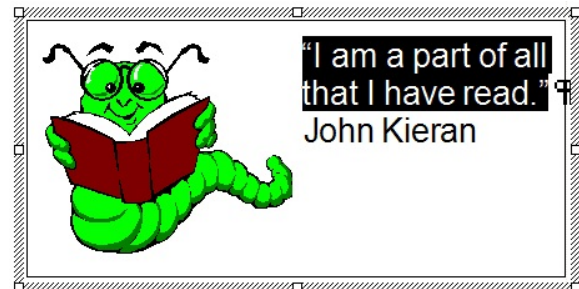


Figure 6

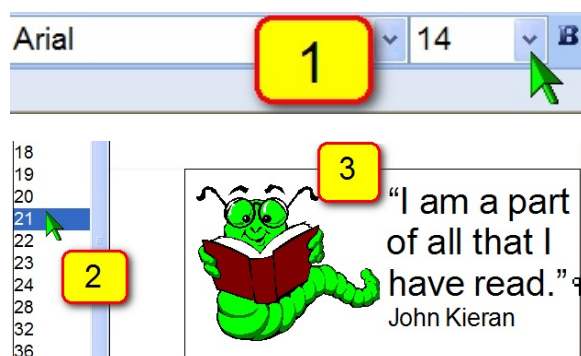


Figure 7

7. Change the font size (Figure 7):

- ❶ Click on font size drop-down menu.
- ❷ Slide your cursor down the sizes until you see, in the box, the size you want it to be. Then click.
- ❸ The selected text is the new size.

8. When you click outside of the text box, you will clear it as the selection and you can continue your work.

