

# CLIPART SETUP

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Click on the blue, underlined text to go to its linked reference.



Here's how to setup your clipart:

1. Open WordPerfect XP or Presentations XP.
2. From the MenuBar, select Insert ► Graphics ► Clipart.  
The Scrapbook opens.

3. You'll need to create categories for your clipart. I recommend you create categories based upon the folders I have created.

Click on Options ► Create category (**Figure 1**).

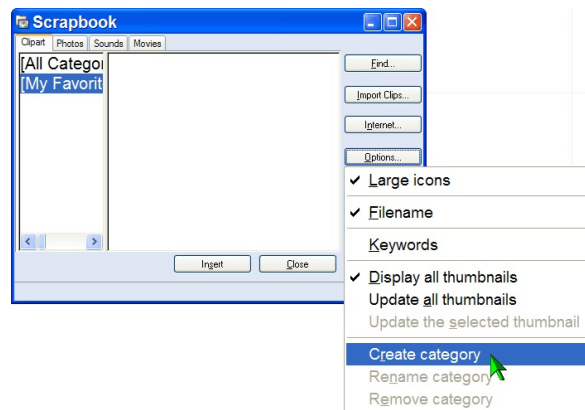


Figure 1

**NOTE:** Create each category before you import the clipart within it.

4. Type the name of a category and click on “OK” button (**Figure 2**).

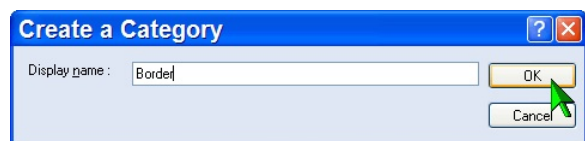


Figure 2

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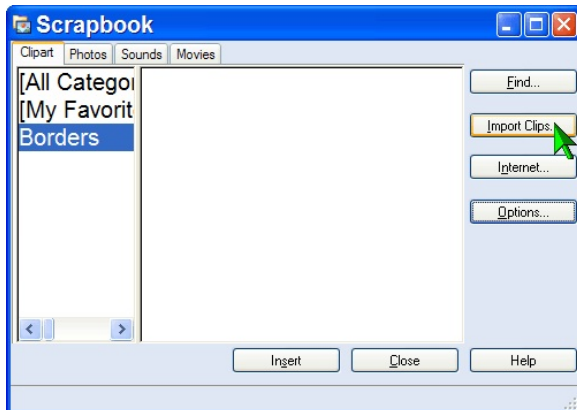


Figure 3

5. Once you have entered the category, it will appear (**Figure 3**).

6. Double, left-click on the folder that contains the clipart you want to import (**Figure 4**):

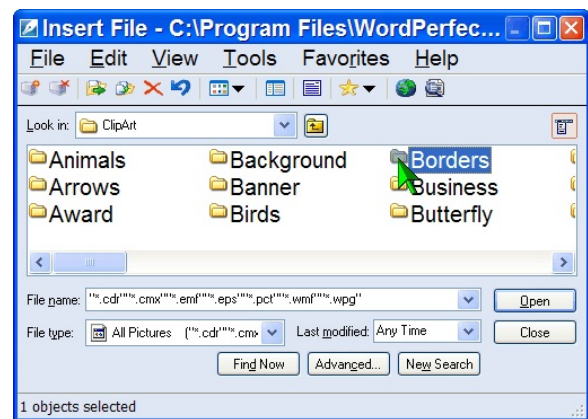


Figure 4

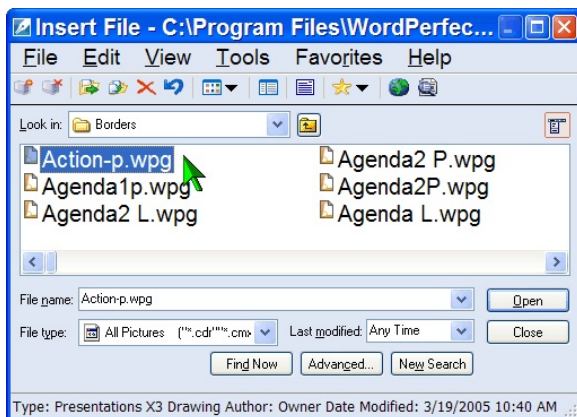


Figure 5

7. Left-click on the first file in that folder (**Figure 5**).

8. From the MenuBar, select Edit ► Select All or hold the “Ctrl” key and touch the “A” key — usually written *Ctrl+A* — (which “selects all data”). Release both immediately. All selections will be highlighted (**Figure 6**). Click “Open” button.

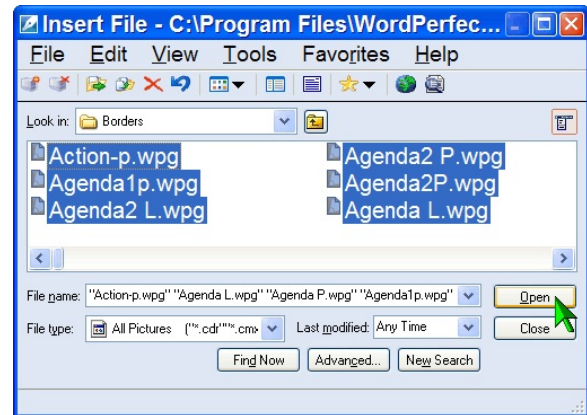


Figure 6

9. Click “No” to the question, “Do you want to set properties for each item?” (**Figure 7**).

IF you select “Yes,” you will have to type info on each graphic. I’m giving you too many graphics to spend that kind of time.

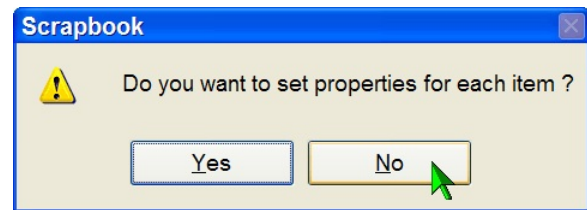


Figure 7

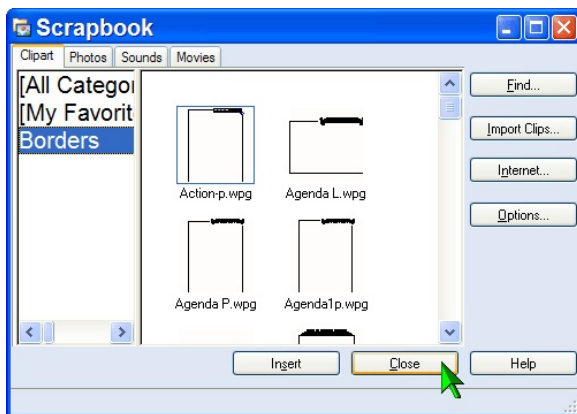


Figure 8

10. The clipart, in that category, is shown in the scrapbook window (**Figure 8**).