

## *Step-by-Step*

# Importing Art Mania Graphics Into AppleWorks

You can import graphics into any AppleWorks document. In this Step-by-Step Card, you will import graphics from Art Mania 12,000 into an AppleWorks 6 drawing document.

**Note:** This Step-by-Step Card is based on features in version 6 of the AppleWorks application.

### **Creating a document**

- 1** Open the AppleWorks application.
- 2** Click the Basic tab at the bottom of the Starting Points window, if necessary.
- 3** Click Drawing.

A new document opens.

**TIP:** If AppleWorks is already open, click the Drawing button on the Button Bar.



### **Selecting an image**

- 1** Insert the Art Mania CD into the computer's CD-ROM drive.
- 2** Open the Portfolio Browser program on your hard disk.
- 3** Choose Open from the File menu.
- 4** Locate and select the Clip Art 1 CD in the dialog box. Double-click the Vector Catalogues (Part 1) folder. Double-click the Tiff Equivalent Catalogs.

**TIP:** EPS and TIFF refer to the formats of images. To determine which format is best for the application and printer you are using, see "Part Two: EPS or TIFF—Which Is for You?" in the Users Manual.pdf file, located on the Art Mania CD-ROM. For this example, you will use the TIFF format.

- 5** Double-click the Animals folder, then double-click the General.fdb icon.

**TIP:** If Mac OS 8.5 or 8.6 is installed on your computer, you will see a message stating "The document (you have selected) is locked, so you will not be able to save any changes. Do you want to open it anyway?" Click OK.

The General.fdb window opens and the images are displayed in the window.

**TIP:** If you have difficulty navigating through the Art Mania images, click the help icon at the top of the General.fdb window. The Topics: Portfolio 4.0 Help System help window opens. Type the topic you want to know more about, then click Search.

- 6** Scroll down and find an image that you like.
- 7** Click to select the image, then drag it to the AppleWorks drawing document window.
- 8** With the image selected, resize it by dragging the black squares (called handles) that surround it.

**TIP:** To resize an image while keeping the same proportions, hold down the Shift key while you drag.

- 9** Save the AppleWorks document.
- 10** Quit the AppleWorks and the Portfolio Browser applications.

**TIP:** AppleWorks 6 has been retooled to integrate with the Internet smoothly. As an AppleWorks patron, you may download one of the digital images from the 25,000-file library or search the Internet-based library without leaving AppleWorks. Select “Show Clippings” from the File menu to begin your search. For additional information and related topics, go to the “AppleWorks Help” from the Help menu.