

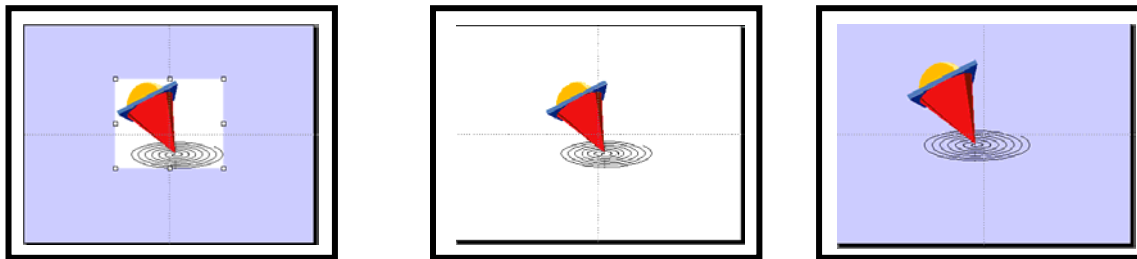
PowerPoint 2000/XP: Matching Background Color and Clip Art

There are times when inserted clip art objects have a background that is distracting. Often it is a square box (frequently white) around the picture that ruins the overall look of the slide.

In order to hide that background around the inserted picture, you can

- change the color of the clip art to match the slide background
- match the slide background color to the color of the clip art

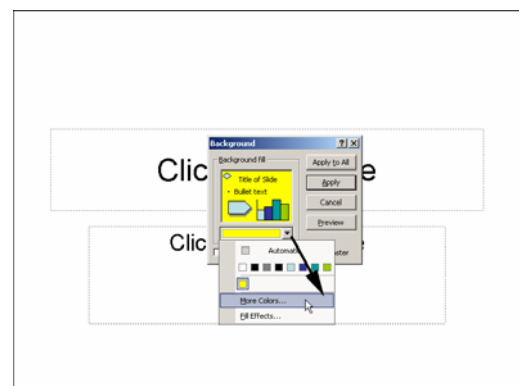
The clip art borders will then fade into the background, and you will only see the actual clip art object.



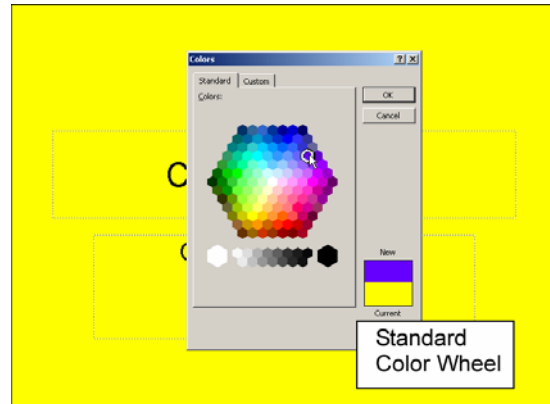
Matching the Clip Art Object to the Slide Background Color

These directions show you how to match colors, using the program Paint.

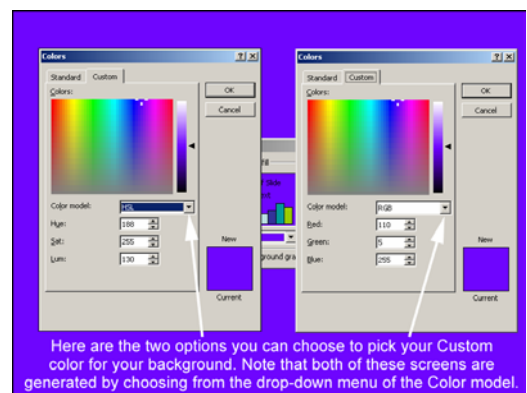
1. Open PowerPoint.
2. Select **FILE > NEW** (for a new presentation) or **FILE > OPEN** (for an existing presentation). For this exercise, select **NEW** and leave the selection as “Blank Presentation.” Click **OK**. Select the **BLANK** slide in the lower right-hand corner.
3. Select a background color by going to **FORMAT > BACKGROUND > BACKGROUND FILL > MORE COLORS**.
4. Select the **STANDARD OR CUSTOM** tab and choose any color you wish. For this exercise, choose a variation of blue.



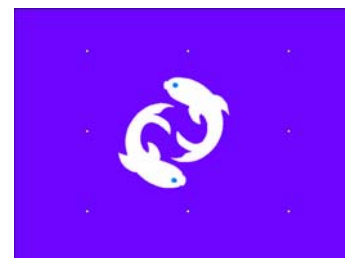
If you use the standard color wheel, once you have selected a color by clicking on it, go ahead and click on the **CUSTOM** tab and open up that dialog box. If you want to create your own color, you can do so from the **CUSTOM** view.



- Once you have selected your color and have entered the **CUSTOM COLOR BOX**, write down the numbers that are indicated beside the **RED, GREEN, AND BLUE** boxes.



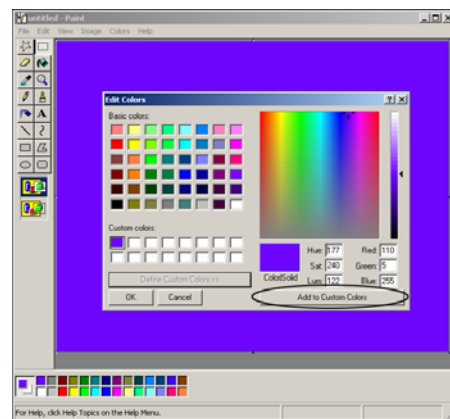
- Click **INSERT > PICTURE > CLIP ART** to insert a clip art object. Select a clip art object that has a colored background. For this exercise, we will use fish. Type **FISH** in the **SEARCH** field located in the right-hand frame, and click **ENTER**. Insert the clip art by clicking on the clip art object and choosing the **INSERT** submenu option. Enlarge the clip art object using the resizing handles.



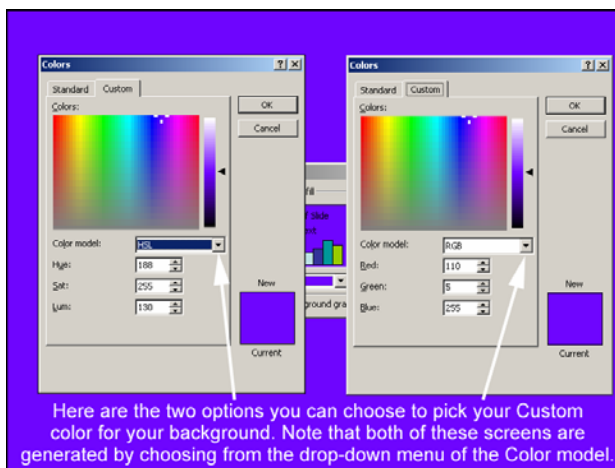
- To match the background of the fish to the background of the slide, make sure the clip art object is selected (the white resizing handles will appear). Use **EDIT > COPY** or **Control + C** to place the clip art object on the clipboard.
- Open the **PAINT** program by going to **START > PROGRAMS > ACCESSORIES > PAINT**.

9. Paste the clip art object into Paint using **EDIT < PASTE** or **Control + V**. If you get the message, “The image in the clipboard is larger than the bitmap. Would you like the bitmap enlarged?” click **YES**.
10. Once you have the clip art object in Paint, click on the Colors menu: **COLORS > EDIT COLORS > DEFINE CUSTOM COLORS**. In that dialog box, enter the **RED, GREEN, AND BLUE** numbers you wrote down under Step 5.

11. Click the **ADD TO CUSTOM COLORS** button. Before you exit this dialog box, be certain that the color you just added is selected; the box it is placed in should have a black line around it. Click **OK** and return to the main Paint screen.



12. Select the **PAINT BUCKET TOOL**. Since you exited the **CUSTOM COLORS** dialog box with a color selected, this is the color that will fill the clip art object.



Note: You may need to use the pencil tool to close any openings in the clip art object so that your fill color does not “bleed” and fill parts of the clip art object that you do not want filled.

13. Click **EDIT > SELECT ALL** or the **SELECT** tool to select the newly colored clip art object. The **SELECT** tool is the rectangle with dotted lines around it. When the clip art object is selected, copy it and then paste it into your *PowerPoint* presentation.



When working with the clip art object, you may have to fill several different areas of the clip art object to make the background color consistent. You may want to check to see that the color is an exact match for the background color prior to finalizing your selection. If it is not, try adjusting the **RED / GREEN / BLUE** levels until the color does match.

Note: What you see on the computer monitor is not necessarily what you will get if you print the slide. In many cases, the outline of the clip art background will still show up on printed slides.

Custom Colors

If you want to experiment with creating your own color selection, you control your choice in two ways. You can move the black triangle on the right of the color bar up and down. This indicates the amount of black and white mixed in the color (luminance). Put your cursor on the triangle, and move it up and down. You can also move the cross hair to select the general color (hue) and the intensity of that hue (saturation level).

The color selected will appear in the top half of the box on the right. The current color appears in the lower half. If you know the exact numbers for the Red, Green, and Blue colors, you can enter those numbers in the boxes and select the color this way.

There is a slight variation, however, of the hue, saturation, and luminance between Paint and PowerPoint. In other words, the numbers will not always be exactly the same for the three colors, and some adjustments may have to be made to accommodate the differences.

Once you think you have the color you need, click **OK**. This will take you back to the **BACKGROUND FILL** dialog box. Click **APPLY** to change the color of the slide to the new color. If you click **APPLY TO ALL**, you will change the color on all the slides in your presentation at the same time.

Matching Slide Background to Clip Art

You may need to change the background of the slide to match the color of the clip art object. This will work best with solid color slides as opposed to those created from templates or those with textured backgrounds. It may take awhile to get a good match.

1. Find the desired piece of clip art and insert it on a blank slide of any color.
2. Using the copy and paste options, copy the clip art object and paste it into the paint program by going to **START > PROGRAMS > ACCESSORIES > PAINT**,

3. In Paint, go to **COLORS > EDIT COLORS > DEFINE CUSTOM COLORS** and begin the process of trying to match your color. When you think you have the correct color, choose the **ADD TO CUSTOM COLORS** option that will place that color into the color palette.

4. Click **OK**. Use the **PAINT BUCKET** tool



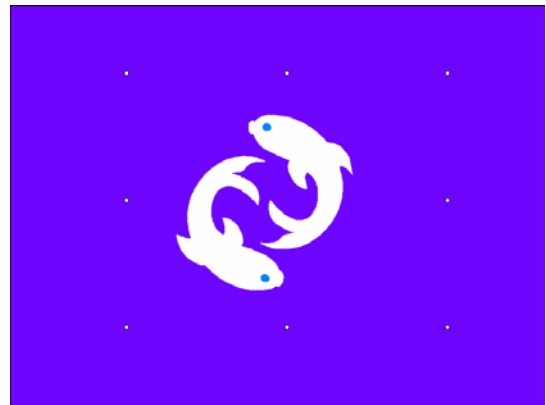
to fill the background of your clip art object.

5. Select the object using the **MARCHING ANTS** or **SELECT** tool.



6. Copy the object in Paint and paste it into to your presentation. If it does not match, click **EDIT > UNDO** in Paint. Keep doing steps 3-6 until you get the best match possible.

7. Once you have the clip art object in your presentation and the background matches the background of the slide, be sure to save your presentation so that you do not lose all your hard work.



Note: Different computers have different color resolutions. The colors that match perfectly on your computer may not do so on another computer. Additionally, when you print your *PowerPoint* slides, you will probably be able to see the outline of the original piece of clip art.