

Modify Clip Art In ICS

By combining the options available in **Paint** and **Design** modes, it's possible to modify clip art within IntelliTools Classroom Suite®. The techniques in this tutorial will show you how to customize both the images in the **Picture Library** and clip art you obtain from other sources.

You'll also learn how to save your customized clip art to use whenever you need it, and how to save student art so that it's ready to put into any project, even animation!

The best way to see these possibilities is to work hands-on, so we will work through several short examples of changing clip art. At the end of this exercise, you'll have four new bits of clip art to use in building activities. You'll also know some powerful and fun new tricks to use in IntelliTools Classroom Suite!

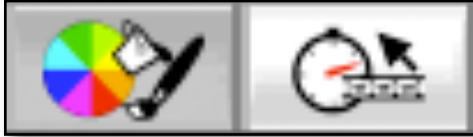
This workshop shows you how to:

- ✳️ Modify clip art using the combined tools of **Paint** and **Design** modes
- ✳️ Copy clip art into a button to save in the **Picture Library**
- ✳️ Prepare a full page picture to save in the **Picture Library**
- ✳️ Create a toolbar of art needed for a specific project
- ✳️ Save a toolbar of clip art and backgrounds in the **Picture Library**
- ✳️ Find and insert custom art and toolbars from the **Picture Library**

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Introduction

Paint And Design Modes



Modifying art in ICS is easy once you are familiar with what you can and cannot do in the two very different modes, **Paint** and **Design**. Images added in **Design** float on the page. You can stack one bit of clip art on top of another. You also can animate them. Images in **Design** can be changed with the **Transform** tools (resized, re-proportioned, rotated, flipped) and colorized. You can add art to the page in **Design** from the **Picture Library** or import it from a file. But you can't erase part of a bit of clip art or paint on new parts in **Design** mode, nor can you draw and paint a bit of clip art from scratch.

In **Paint** mode, you can fill areas with colors, erase or select parts of the image, and draw and paint new parts onto an image. You could start with a blank page and draw and paint something, or assemble it from shapes. However, you cannot change the size, flip, or rotate. Also, in **Paint** the **Insert Picture From File** option is not available, although you could construct a button, add the file image, and insert it onto the page from the button. It's easier, though, to add imported clip art while in **Design** mode.

Moving Between Modes

Obviously, in order to use all these tools effectively, you need a way to move art from **Design** to **Paint** mode and back again. There are two options in **Design** to do that: **Fix To Background**, and **Copy To Background**. Either option effectively drops the image into the page background, where you can modify it in **Paint** mode.

Once you have made various changes while in **Paint** mode, you can use the **marquee tool** to select the image and **copy** it onto the clipboard. When you return to **Design** mode and **paste**, you get a new floating copy of the modified image. Your modified image can be flipped, rotated, resized, animated, and given a sound, just like any image from the **Picture Library**.

Adding To The Library

Where these tricks really pay off is the ability to add modified art to the **Picture Library**, to use again and again. You can save individual images, or an entire toolbar of related clip art. That way you never have to make the same modifications again! The images are ready to use from the **Picture Library** whenever you work on a project; a great timesaver.

Project 1: Stack Elements For Something New

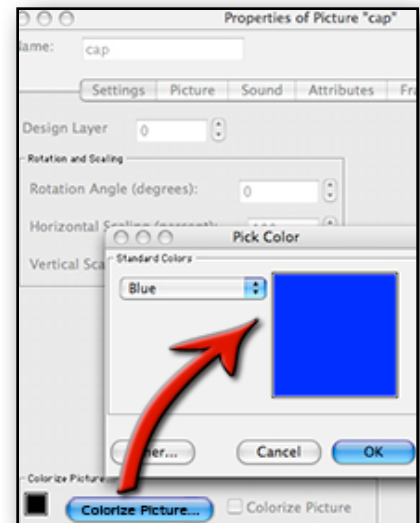
Open a new blank IntelliPics Studio document. By default, Classroom Suite begins in **Design** mode, but check to make sure that you are in **Design**. Open the **Picture Library**, and insert the red **cap** from the **Clothing** category.

Colorize In Design



Notice that the cap is not just a single color. It has some shading. We want to change the color of the cap to blue, retaining that shading. The quickest way is to use **Colorize**. Unlike **Fill**, **Colorize** changes all the areas at once to some shade of the color you designate. Let's try it!

Open the **Properties** of the **cap** clip art. Under the **Settings** tab, click the **Colorize Picture** button and choose **Blue**. Click **OK**, and make sure there is a checkmark beside **Colorize Picture**. Click **OK** to close **Properties**.



Fix To Background From Design

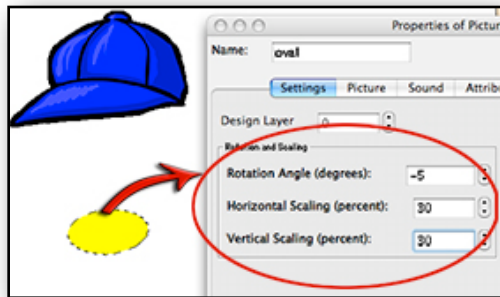


We already have changed the cap quite a bit, but we aren't finished! Let's make it fancier. We can't put a logo on the cap in **Design**, but we can in **Paint**! So the next step is to put the **cap** onto the background, where we can work on it in **Paint** mode.

Be sure you have the blue cap selected. Under the **Pages** menu, choose **Fix To Background**. If you have the **Authoring** or the **Advanced** toolbar open, you can click the **hammer button**. The marching ants selection margin disappears, indicating that the cap art is now part of the background, although we are still in **Design** mode.

Adding Design Elements

Now we can prepare the parts of the logo. Under the **Shapes** category in the **Picture Library**, locate and insert the **yellow oval**. It will make a good logo background, once we make it smaller and tilt it to fit on the cap. We can do all the positioning we want without disturbing the cap, since the oval is a floating shape while the cap is now on the background.



Move the oval into position over the cap to get its size and angle adjusted. It's a matter of trial and error. I liked the oval scaled at **30 percent** horizontally and vertically, and **-5 degrees** rotation angle. When you like the way it looks over the cap, use the hammer again or choose **Fix To Background** to stamp the oval in place.

Okay, we are still in **Design** mode, and we have pushed both the cap and the oval into the background. Now we need something to put in the oval. Under the **Animals** category in the **Picture Library**, locate and insert the **falcon head**. This will look sharp on the cap, except it's much too big!

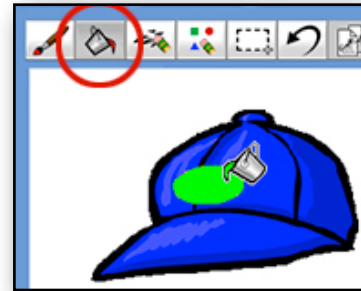
Move the falcon in place over the oval, and resize it. It needs to be quite small! I used a **15%** scale for it. Before dropping the falcon into the background, let's make sure we like the way it looks. Oops, the falcon colors are too close to the oval. We need more contrast!

A Quick Trip Into Paint And Back Again

We'll pop into **Paint** mode to change the color of the oval. We could have **Colorized** it while it was floating in **Design**, but since it's now part of the background, we need to use **Fill**. Click the **Paint** button, or choose **Paint** from

the **IntelliPics Studio** menu. Notice that we have a different set of tools in **Paint** mode. Also notice that the floating falcon art is hidden.

Open the **paint box**, and choose a bright green, or any other color you think will contrast with both the cap and the falcon. Use the **paint bucket** tool to **Fill** the oval. Then return to **Design** mode by clicking the button or choosing it from the menu. Our falcon reappears!



That's much better! Go ahead select the falcon and fix it to the oval on the cap. Then return to **Paint** mode. We need to capture our finished fancy cap! Use the **marquee** tool to select so that you see minimal space around the cap. **Copy**. Now our new cap is on the clipboard. Return to **Design** mode.

The Finished Cap



Back in **Design** mode, paste the cap. Because we pasted in **Design**, we have a floating graphic, which we can re-size, flip, rotate, and animate. If we went back and pasted in **Paint**, the same cap would appear as a stamp.



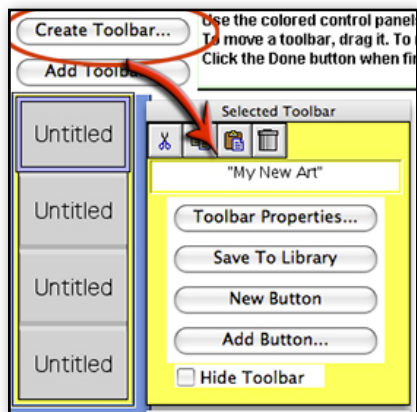
Insight 1: What that means is, if we re-size, rotate, or otherwise transform art in **Design**, then copy it, go to **Paint** and **paste**, our stamp will include all the transformations! So to transform stamps from **Paint**, select, copy, go to **Design**, make the changes, then return to **Paint** and paste.



That's a really sharp looking cap! We don't want to lose it. **TIME TO SAVE** our work right now, just in case the lights go out :) You can give the activity any name you want.

Mini Lesson: Adding Your Custom Clip Art To The Picture Library

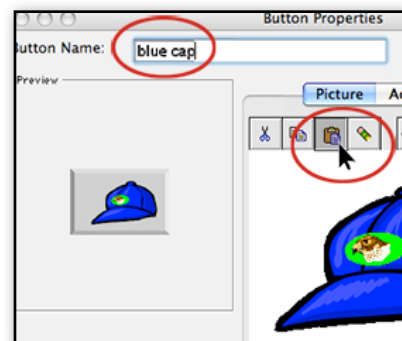
What we really want is to have all the new art we create available whenever we open Classroom Suite. To do that, we first need to get the art into a toolbar button. Let's start by choosing **Custom Toolbars and Buttons** from the **Edit** menu.



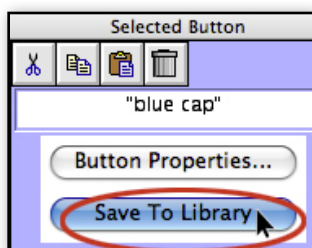
Then choose **Create Toolbar**. Name the toolbar whatever you want, maybe **My New Art**. Copy the **Untitled** button that appears, and make four or five copies of it in the toolbar. Click **Done** to close editing toolbars.

Paste Art Into A Button

Now we have a place to stash our new clip art! We can put one clip art into each of those empty buttons. Select the finished cap on the page and **copy** it. **Command/Control-Click** the first toolbar button to open its **Properties**. Under the **Picture** tab, **Paste** the cap into the button. Name the button **blue cap**.



Save Button To The Library

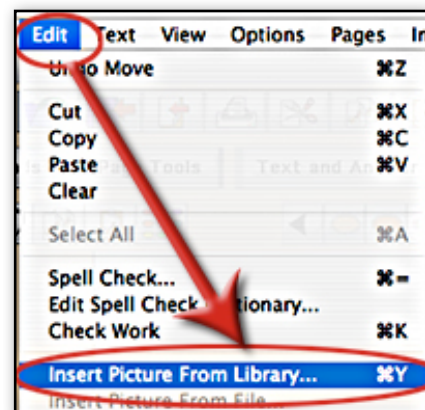


Now for the most important step, getting that art into the **Picture Library**. Choose **Custom Toolbars and Buttons** again. Be sure the **My New Art** toolbar and the **blue cap** button are selected. Locate the blue **Selected Button** dialog. Click the **Save To Library**

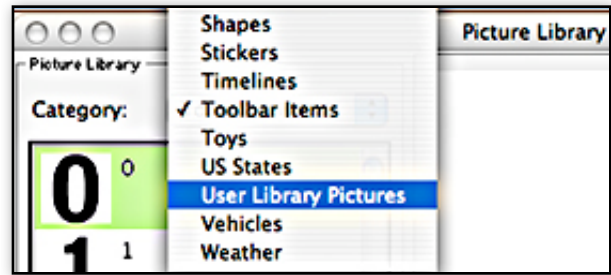
button. You should get a message saying that **blue cap** has been added. Click **OK**, and click **Done** to close editing toolbars.

Retrieving Your New Art

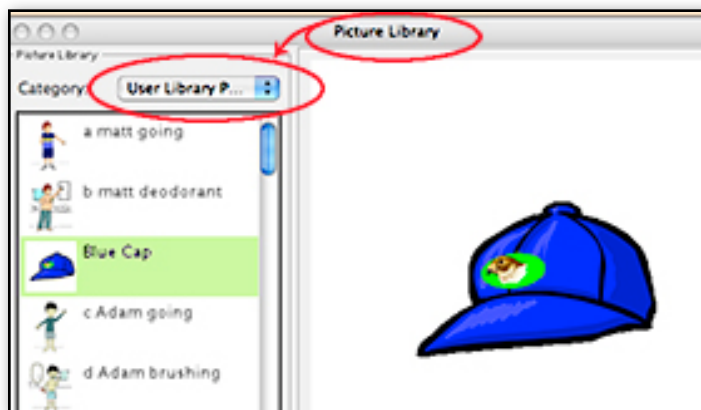
Your blue cap art is in the **Picture Library** now,



but you won't find it if you open it from the **Picture Library** button. Instead, go to the **Edit** menu, and choose **Insert Picture From Library**. You will see the detailed **Picture Library** dialog.



Click the pop-up menu beside **Categories**, and look close to the end of the list for **User Library Pictures**. Choose that category, and there's your blue cap! It's also in the **All** category, but finding it there would be more difficult.



As you add more new art, the ability to see all of it listed in the **User Library Pictures** category will become more necessary. Of course you can insert your blue cap in **Paint**, **Design**, or **Explore** modes, and use it like any other **Picture Library** clip art.



Insight 2: You can insert art in **Design** mode, use the **Transform** tools, **Copy**, go to **Paint** mode, **paste**, and immediately use the art as a stamp. But there will be a white area around it, a problem when you stamp close to something. Put the same transformed art into a button and save it into the **Picture Library**. Art inserts from the **Picture Library** without that white rectangle!

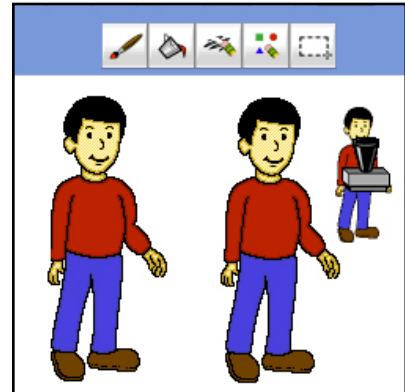


TIME TO SAVE again, before the crabby computer fairy flies by and causes a crash :)

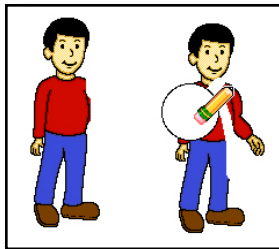
Project 2: Reshaping Art From The Picture Library

Make a new blank page for our next project. Click the **Paint** mode button or choose it from the **IntelliPics Studio** menu. Open the **Picture Library**, and insert the **Dad 3** from the **People** category. Stamp two copies, one slightly to the right of the other.

For this project, we want to change the pose of **Dad 3** so that he is waving to someone. The only tools we have to do this are erasers and the marquee tool, so we need two copies. We'll erase the arm on one copy, and erase all EXCEPT the arm on the other. Then we can change the position of the arm, and put it back onto **Dad 3**.



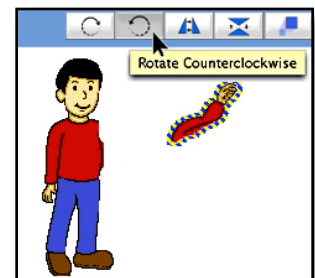
Erase In Paint Mode



Begin by carefully erasing the left arm on one copy of **Dad 3**. Then use a small eraser to **erase** close to the left arm of the second copy, and a larger eraser to finish erasing all but the left arm. Use the marquee tool to **select** the isolated arm and **copy** it, to put it onto the clipboard.

Rotate In Design Mode

Switch to **Design** mode by clicking the **Design** button, or choosing it from the **IntelliPics Studio** menu. **Paste** the isolated left arm. This will be a floating graphic. Move it well away from the figures on the background. **Rotate** the arm upwards until it looks like it could be waving to someone. **Fix To Background**.



Transfer Art From Paint

Go back to **Paint**, use the marquee tool to **select** the one-armed **Dad 3**, and **copy** it. Return to **Design** and **paste** the one-armed figure. Move this

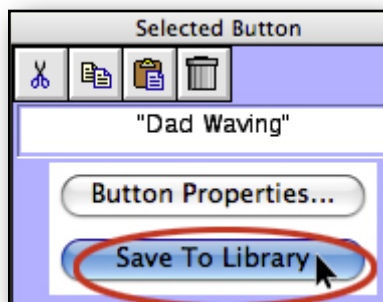
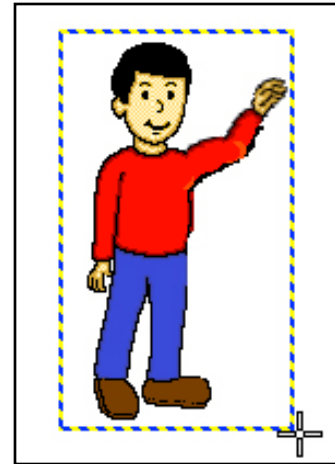
floating figure on top of the rotated arm on the background, until it is in the proper position to look like a man waving. **Fix To Background.**

Touch Up In Paint

Return to **Paint** mode. Use a small brush for the black outline and any touch up needed for the red shirt. You will notice that the **paint box** doesn't have the exact shade of red to match the shirt. Pick the nearest color and fill the shirt, then use a small brush to touch up with the fill color.

Save Into Picture Library

Now to get him into the **Picture Library**. select **Dad Waving** as close as possible with the **marquee tool** and **copy**. **Command/Control-click** an **Untitled** button in the **My New Art** toolbar to open **Properties**. Click the **Picture** tab, then click **Paste** to put Dad into the button. Name the button **Dad Waving**, and click **OK**.



Choose **Custom Toolbars and Buttons** again from the **Edit** menu. Be sure the **My New Art** toolbar and the **Dad Waving** button are selected. Locate the blue **Selected Button** dialog. Click the **Save To Library** button. A dialog tells you the button has been saved. If you opened the **Picture Library** and chose **User Library Pictures**, you'd see two images now, **blue cap** and **Dad Waving**. Your custom art library is growing!



Creating **Dad Waving** took artistic skill and concentration! **TIME TO SAVE** your work again and take a break!



Insight 3: In this project, we copied finished art in **Paint** mode and pasted it into a button. In Project 1, the blue cap, we selected and copied a floating graphic in **Design** mode to paste into a button. Either way, the result is a button to save into the **Picture Library** and later retrieve for use in an activity.

Project 3: Draw and Paint To Modify Art

In the first two projects, the major editing took place in **Design** mode. This time all of our work will be done in **Paint** mode. We'll use the drawing and painting tools to change and add onto one of the clip art images from the **Picture Library**. We'll need to do a teeny bit of freehand drawing, but starting with most of the figure finished saves us time and effort.

Make a new blank page and click the **Paint** button, or choose **Paint** from the **IntelliPics Studio** menu. Open the **Picture Library**, and choose **Boy 1** from the **Picture Library**. Since we are in **Paint**, the art comes in as a stamp. Stamp a copy of **Boy 1**.

Using Fill For Enclosed Areas

We are about to modify this image and turn it into a girl. Let's do the easy part first! Get the **paint bucket**, and use it to give the boy pink shoes. Also change the color of the top of the overalls, so it looks like a separate vest. I used a bright green for mine. You might need to touch up the edges of the vest with the smallest paintbrush, using the same color that you used to fill it. Then fill the shirt with a third color.



Painting On Some Decoration



We always want to keep these projects as simple as possible, yet produce interesting clip art. To fancy up the vest, one possibility would be to add a small picture, inserting and resizing it in **Design** as we did for the blue cap. But let's try something easier and draw a flower using just a few strokes of the brush. Since it's so small, we won't have to put in much detail.



Get the **Size 2** brush, and make an **X** on the vest in a dark color. Paint a horizontal line across the middle of the **X**. Presto! Flower petals!

For the center, choose a bright **yellow** color and make a neat circle by clicking once with the **Size 2** brush. Put the center of the paintbrush tip, not the size indicator circle, exactly where you want the center to be, then click once without moving the brush.



Drawing An Outline

Now that you're an expert with the brush, we'll do the most difficult step, drawing the hair. This may take several tries, but that's what **Undo** is for! To make doubly sure we don't spoil that pretty flower, **SAVE** before continuing. Then select the modified boy, copy, and paste a **second copy** on the page.



Okay, we have all our backups made! Now we can try freehand drawing without any worries. Get the **Size 1** brush, choose **black** from the paint box, and draw a black outline to indicate a girl's hair style. Don't be concerned about the original black outline of the boy's head. **DO** make certain each outlined area is **completely enclosed**. You may need to use **Undo** and the eraser a few times to get the hair just right. I certainly did!

Once you are satisfied with the outline, use the **paint bucket** to fill the areas you outlined, matching the rest of the hair. Then use the smallest brush to carefully paint over any parts of the original hair outline within the girl-styled hair. All done!



Your **New Girl** clip art looks great. Whew! That wasn't easy! Let's **SAVE** right away to make sure we don't lose our work.

Now select your **New Girl** clip art, copy, and stash her in the next **Untitled** button on your art toolbar. Rename the button. Don't forget to put the **New Girl** button into the **Picture Library** by opening **Custom Toolbars And Buttons**, selecting the **New Girl** button, and clicking **Save To Library**.



SAVE one more time to complete the project. When the art gets complex like this, it's wise to **SAVE** often!



Insight 4: You can see why it's a good idea to use whatever other tricks you can to avoid freehand drawing. When you must, draw an unbroken black outline of the area and fill it with the paint bucket. If you must use the brush, use short lines and simple shapes. But it's much easier to add onto a finished image than to draw this cute little girl starting with a blank screen!

Project Four: Combining Your Custom Art

Not only does your **User Library** increase in value every time you add a new art clip, but you can combine items to further extend its versatility. To see how that would work, let's try putting the **blue cap** onto **Waving Dad**. You'll notice that this fourth project goes much faster, because you already have two finished bits of art to combine.

Move Waving Dad Into The Background

Make a new blank page and be certain you're in **Design** mode. Choose **Insert Picture From Library** from the **Edit** menu, locate **Waving Dad** in the **User Library Pictures** category, and insert the art onto the page. With **Waving Dad** selected, choose **Fix To Background**.

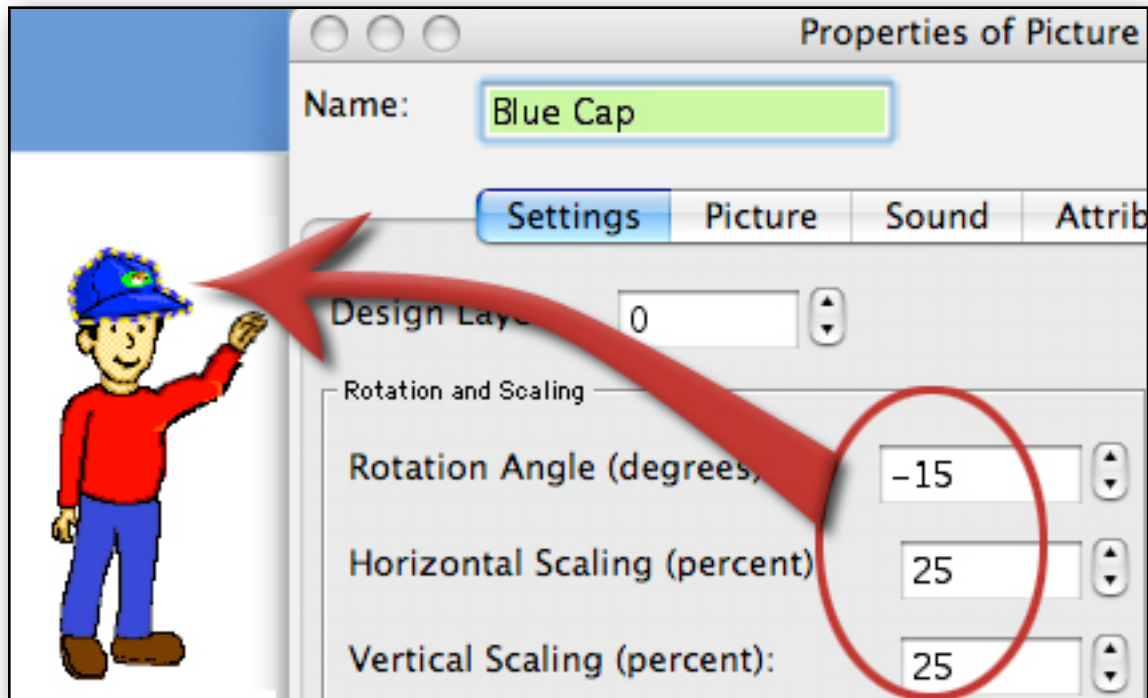
Insert The Blue Cap

Open the **Picture Library** again, and insert **blue cap** from the **User Library Pictures** category. Move the cap in position over Dad's head. Since we are in **Design** mode, we can make **blue cap** smaller, and flip and rotate it for an exact fit.

Fit the Cap On Dad's Head

Open the **Authoring** toolbar, and choose the **Transform and Arrange** tools. Select blue cap and click the button to **Flip Horizontally**. We also need to

tilt the cap slightly, to match Dad's head position. The **Rotate** tools adjust the angle by **-15 degrees** with each click, so clicking the **Rotate Left** button once should give us the correct angle. Then we can use the **Make Smaller** button to reduce the size.



Each click of the **Make Smaller** button shrinks the selected image by 20% of its original size. Adjust the cap as closely as possible to fitting using **Make Smaller**, then open the **Properties of blue cap**. Tweak the horizontal and vertical scaling for the final fit.

I used the **Make Smaller** button until the cap was a teeny bit too small, then opened **Properties**. In **Properties**, I changed the horizontal and vertical settings from 20% to **25%**, clicked **OK**, and the cap looked just the right size.

Finish And Save Dad With Cap

When you are satisfied with the size, orientation, and position of the blue cap, choose **Fix To Background** from the **Pages** menu. Then go into **Paint** mode, select the image of Dad in his blue cap, and copy. **Command/Control-**



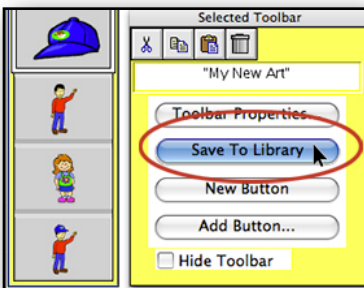
Click the next **Untitled** button, and **paste** under the **Picture** tab. Rename the button **Dad With Cap**. Click **OK**. Open **Custom Toolbars And Buttons**, select the **Dad With Cap** button, and click **Save To Library**.



Okay! By adjusting with the **Transform** tools and using **Fix To Background**, we have combined two of the previous projects to produce another new piece of clip art. **TIME TO SAVE** again!

Mini Lesson: Adding Your Clip Art Toolbar To The Picture Library

We have seen the value of adding any new or modified art to the **Picture Library**. Over time you'll build up a collection of **User Library Pictures** to make each new project go faster!

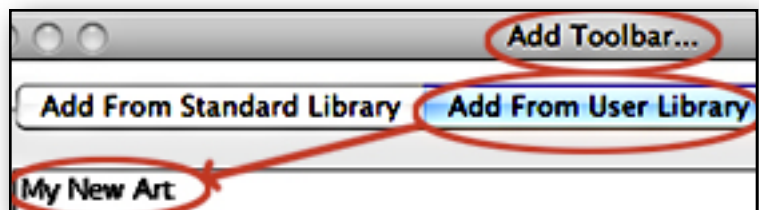


You also can save the **entire toolbar** of new clip art to the **Picture Library**. This is a good way to set up all the art that will be needed for a single project. Let's try it now with our **My New Art** toolbar and its four buttons containing our clip art projects.

Open **Custom Toolbars And Buttons**, and select the **My New Art** toolbar. On the yellow **Selected Toolbar** dialog, click the **Save To Library** button. A dialog will confirm that your toolbar and all its buttons and their actions have been placed in the **Picture Library**.

Using Your Toolbar In A New Project

To retrieve and use the toolbar, start a new document or open a saved activity. Open **Custom Toolbars And Buttons**, and click **Add From**



User Library. Choose your **My New Art** toolbar, **Insert**, and click **OK**. Click **Done** to close editing toolbars. Now you're all set to begin using the buttons to insert art onto the page.

Notice that the list under **Add From User Library** includes only entire toolbars you have added. It does not include individual buttons you've added, although a specific button can be added twice, both individually and as part of a toolbar.

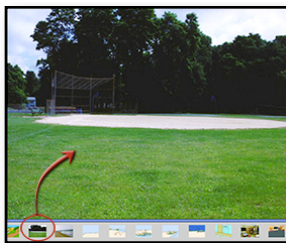


Insight 5: Here's an idea: To share your modified art, make a new ICS document, add the toolbar, and write a note explaining your work. Then save and export the document, and your modified art toolbar will be included.

Project 5: Using Your Modified Art

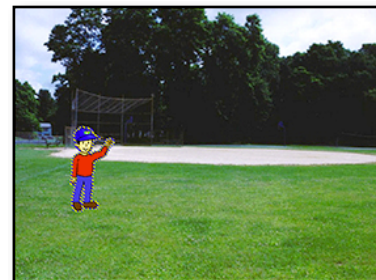
Let's practice doing a project using a toolbar filled with your modified clip art. Make a new IntelliPics Studio blank document. Open **Custom Toolbars And Buttons**, and click **Add From User Library**. Choose your **My New Art** toolbar, **Insert**, and click **OK**. Click **Done** to close editing.

Add A Background And Dad With Cap

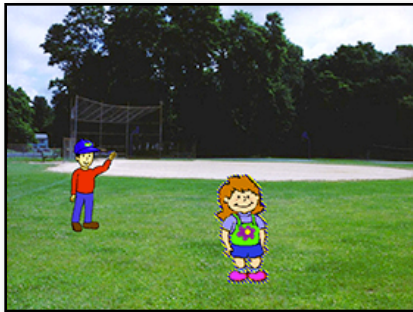


Command/Control-Click the blank page to open its **Properties**. Under the **Picture** tab, click the **Picture Library** button, and load the **baseball field** picture from the **Backgrounds** category. Click **OK**. Then click the **Dad With Cap** button on the toolbar to

insert the clip art. Move it over to the left side of the picture, about the middle of the page vertically, and **Lock** it in place.



Add New Girl Clip Art



Now, just to be sure you remember how to find it, insert **New Girl** directly from your **User Library**, instead of using the toolbar. Be sure to open the **Picture Library** from the **Edit** menu for this step. Insert **New Girl** onto the page, and move the image to the right foreground. Looks like we need to edit the size! The **New Girl** art is too big to use in the same picture as **Dad With Cap**.

Select **New Girl**, and open **Properties**. Adjust the horizontal and vertical scaling. Did you know that you can change the shape by changing these settings independently? To make the girl look more slender, set horizontal scaling to 75% and vertical scaling to 80%. While we are in **Properties**, also click **Flip Horizontal**, so that **New Girl** will end up facing Dad. **Lock** the art and click **OK** to close **Properties**.

We're all done! You've just created a complete picture using your modified art. For students, this could be part of a project for which you have set up a toolbar of customized art relating to the project topic. Having all the art ready to insert from a toolbar makes it quick and easy, and the art can be customized so it's exactly what is needed thanks, to the tricks you have learned to modify clip art.



Insight 6: You've used the **Make Smaller/Make Bigger** transform buttons to resize clip art in **Design** and typed new values for **Horizontal** and **Vertical** scaling in **Properties**. You also can re-proportion the art by changing one of those dimensions more than or less than the other. Try it with a clip art tree. Make a whole forest of similar but non-identical trees from one piece of clip art!



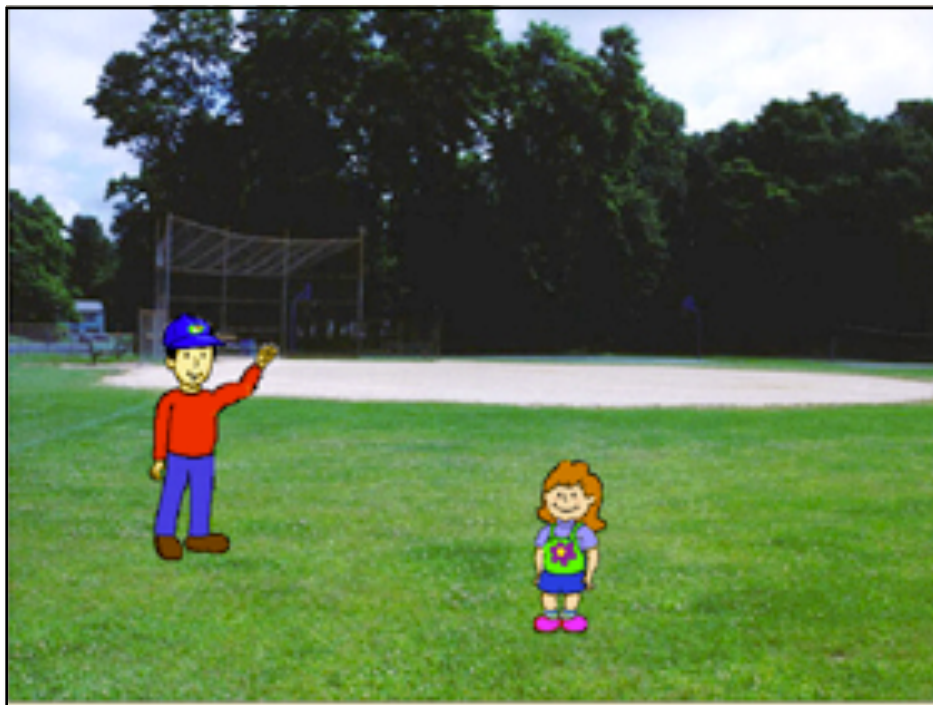
TIME TO SAVE your work one more time!

Save It As A Full Page Picture

At this point, you have a background picture and two floating clip art images. This might be the final form you need for a student project; alternately, one or both figures might be unlocked and animated. If you print the page at this point, you'll see the full picture. But you need to carry out one more step before saving the complete picture to the **Picture Library**.

To enable adding the entire picture to the **Library**, everything should be in the page background, the part that is visible in **Paint** mode. Select and unlock both clip art figures and use **Fix To Background** to drop them into the background of the page.

Then go to **Paint** mode, select the entire page using the **Marquee** tool, and copy. **Paste** it into a button on your **My New Art** toolbar, just as you would for individual clip art images. If you are sure that your picture will always be used as a background, you could save a step for the user by changing the button action to **Insert As Background**.



Next open **Custom Toolbars And Buttons**, select the button with your completed picture, and use **Save Button To Library** on the blue **Selected Button** palette to add the full-page picture to the **Picture Library**. Be sure to also click **Save Toolbar To Library** on the yellow **Selected Toolbar** palette to save the **My New Art** toolbar to the **Picture Library** again with the added button.



Insight 7: At the point when you have selected the entire picture using the **marquee tool**, and you have **copied**, your picture is on the clipboard. If you switch to a graphic editing program such as PhotoShop® or Paint®, you can paste the picture into a blank document. Then you can save the file as .jpg or another format. It's a way to save a file of a student composition outside of ICS!

Conclusion

If you are proficient with graphics editing software such as PhotoShop®, you can make more precise and complex changes and even draw new clip art from scratch. But for simple changes, using the tools within Classroom Suite may be the quicker. Whatever software you use, whenever you modify clip art or be sure to add it to the **Picture Library**. Over time you'll create your own custom collection of clip art ready to import into your activities!

***Wow!** You're an expert ICS artist now!
Give yourself a reward! (My recommendation: A big chocolate malt :)