




Creating a Custom Clip Art Collection Quick Reference Guide

Clip art collections can be created by moderators reused and shared with other moderators. Here are the steps:

Creating a New Collection

1. Click Tools > Whiteboard > Clip Art Collections...

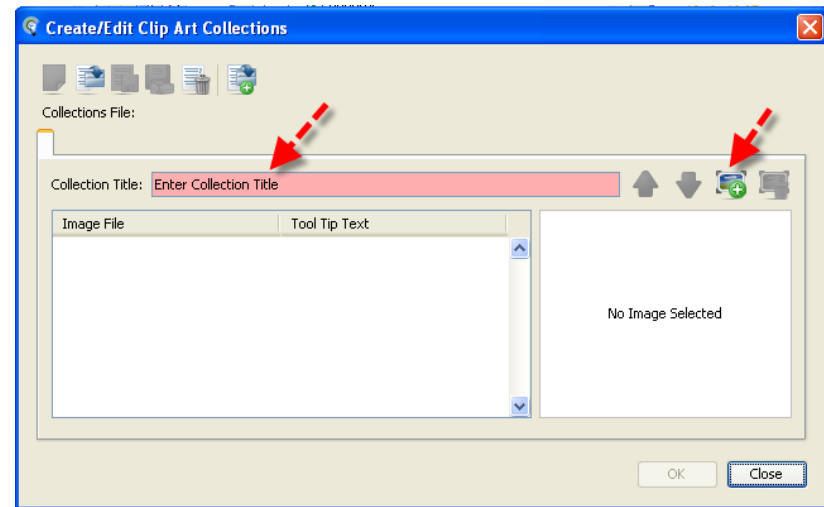
2. Click the  button to create a new clip art collection.




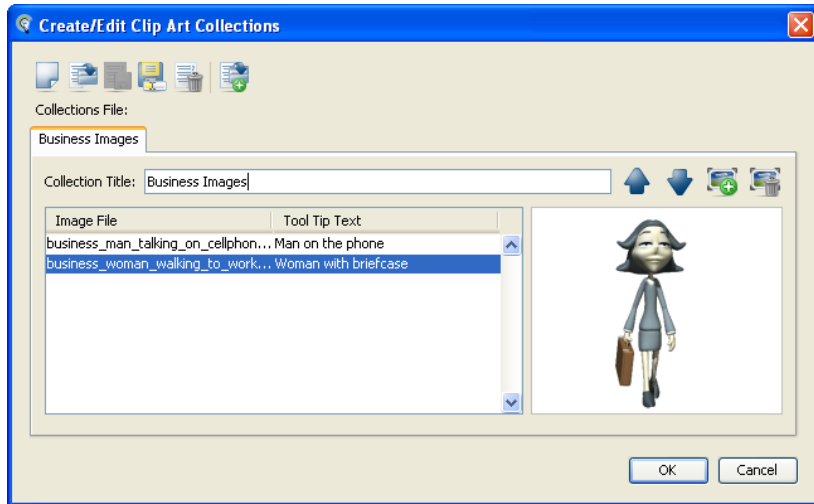
3. Click the  again.



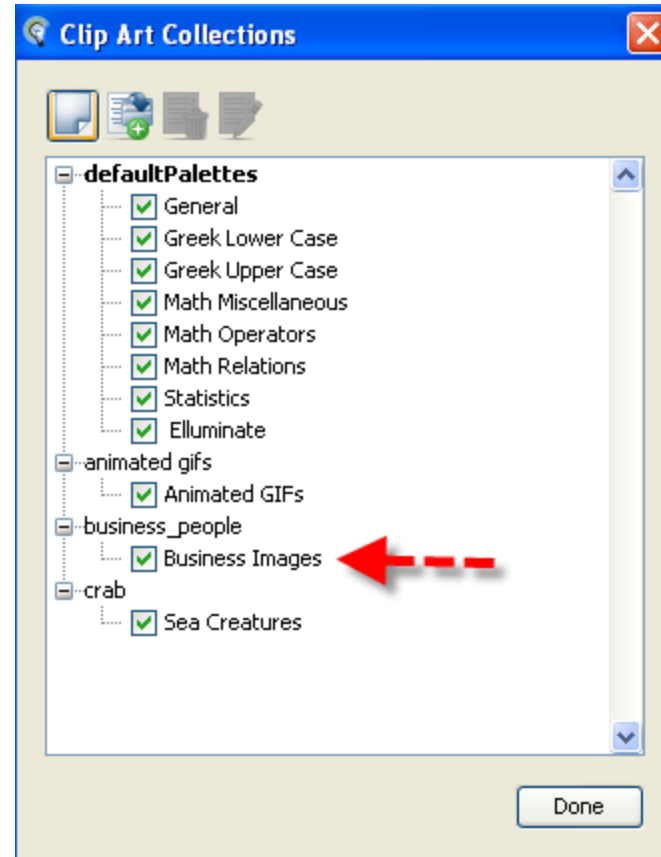
4. Give the collection a title. This is the name that will appear in the Clip Art library.



5. Click the  button and begin adding graphics.
6. A thumbnail of the image will appear with the image file name. Complete the Tool Tip Text for a more descriptive name. Keep adding images as desired.
7. Click OK when all images have been loaded.




8. Name and save the new collection. **Note:** Remember where you are saving and notice the file extension is .jar. This is the file you will send to others if you want to share Clip Art files.
9. The new clip art collection is added to your library.



Loading a Clip Art Collection

Clip art collections can be shared. The format of a clip art collection is .jar. To add a new clip art collection:

1. Select Tools > Whiteboard > Clip Art Collections...
2. Click the  button.
3. Find the .jar file and say OK. The new file is now added.