

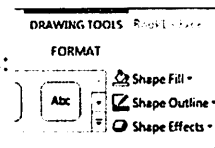
Directions for Using Excel to Make Vector Images.

1. Go to the Internet and search for a black and white clipart. Select it, and right-click on the image and select **Save Image As...** Give it a name you will remember and place it in your folder.
2. Open an Excel document.
3. Click the Insert tab and select Pictures. Navigate to your folder where the image was saved. Select it and press **Open**.
4. Pull the image away from the edges at least one cell. It will make it easier to work on.
5. Double-click the image and click on **Color** from **Adjust**. Select the light gray from **Recolor** (bottom left). This will "ghost" the image so it is easier to work on.

6. Select the **Shapes** icon from **Illustrations**. The **Shapes** icon looks like this: 

7. Then select the rectangle and draw one on the Excel document. It will be light blue. Since that color will difficult to see, you are going to change it to black.

8. Double click the rectangle. The **Drawing Tools** will appear. They look like this:

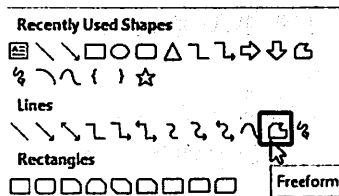


Select **Shape Fill > No Fill**. Select **Shape Outline > Automatic**.

Right-click on the rectangle and select **Set as Default Shape** from the drop-down menu. Now each time you select a new shape or line, it will always be black with no fill.

9. Delete the rectangle; you won't need it for now.

10. Select any of the tools from the **Shapes** toolbox. The one tool you will find easiest to use is the **Freeform** tool. It looks like this:



Begin tracing the outlines and details of your graphic. You can group elements of the graph together so that when you move your newly created vector diagram, none of the pieces will get left behind.