

Hanging Paintings in Your Museum (PPT 2003)

STEP ONE: Locate the right tools

1. Shapes: Drawing Toolbar → AutoShapes
2. Shape Fill (looks like a paint bucket): Drawing Toolbar → Fill

STEP TWO: Insert Paintings onto rectangular walls

1. Draw a rectangle, circle, oval, or other shape and place in onto the rectangular wall.
2. Locate the "Fill" on the toolbar.
3. Select "Fill Effects" and then choose "picture."
4. Locate your folder full of pictures and select the one you want to use. Click "Insert."
5. Repeat these steps for all pictures going on rectangular walls.

STEP THREE: Inserting paintings onto trapezoidal walls

1. Draw a trapezoid and place it onto a trapezoidal wall. Rotate it so that it fits.
2. Using the handles and the yellow diamond, resize the trapezoid so that the perspective is correct.
3. Locate the "Fill" Bucket on the toolbar.
4. Select "Fill Effects" and then choose the "Picture" Tab.
5. Locate your picture and select the one you want to use. Make sure to UNCHECK the "Rotate Fill Effect With Shape" before you insert your picture. Click "Insert."
6. Click OK and repeat all steps for each trapezoidal wall.

