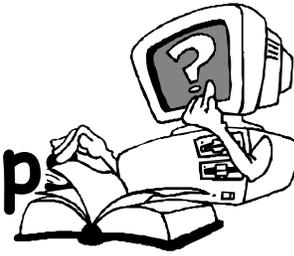




TangiTech Tip



Creating Christmas Ornaments with AutoShapes in PPT

1. Open up a blank PPT slide.... (think of it as a blank piece of paper)
2. On the Draw toolbar, click "AutoShapes" and select the shape you want to use for your Christmas ornament.
3. Your mouse cursor now turns into the drawing cursor +.... click and drag on the paper and you will have an AutoShape. It should be no larger than half of the page.
4. You can change the size of the ornament by clicking and dragging on the handlebars around the shape.
5. You can move the ornament by clicking in the center and dragging it to one side of the paper.
6. Right click in the middle of the ornament and then left click on "Format AutoShape" and look under the "Colors and Lines" tab.
7. Click the down-pointing arrow next to "Fill – Color" and select "Fill Effects."
8. Click the tab at the top that says "Picture" and then click the "Select Picture" button.
9. Navigate to the place where you have saved the digital picture that you want to put in your ornament, find the picture, and double click on it and click "OK."
10. Go to the middle section of the "Format AutoShapes" dialog box and click the down-pointing arrow next to "Line / Color"... pick a color for the outline of your ornament.
11. Now click the up-pointing arrow next to "Line / Weight" and choose 10 pt. and click "OK."
12. Right click on your ornament and then click on "Copy" and then right click again and click "Paste" ... now you have an exact replica of the ornament for the back side of a two sided Christmas ornament.
13. On the back side of the ornament you can change the picture to a different "Fill Effect" by going back to Step 6 and choosing a solid color, a gradient, texture, or pattern.

14. If you want any text on this side of the ornament go to the Draw toolbar at the bottom of the window and click the "Text Box" icon. Your cursor changes and you now can click and drag to draw the text box.
15. Type your message and then triple click to select your text so that you can format it by changing font, size and color on the Standard toolbar at the top.
16. To move the text box to reposition it on the ornament, click on the text box line and drag the text box where ever you want it.... or click on the line and then use your up, down, left, right arrow keys on your keyboard to move it.
17. Once you've finished the front and back of your ornament, click "File" then "Save As".
18. Put card stock in your printer and print, cut out, and glue your ornament together. Punch a hole in the top and insert Christmas hanger and/or ribbon.