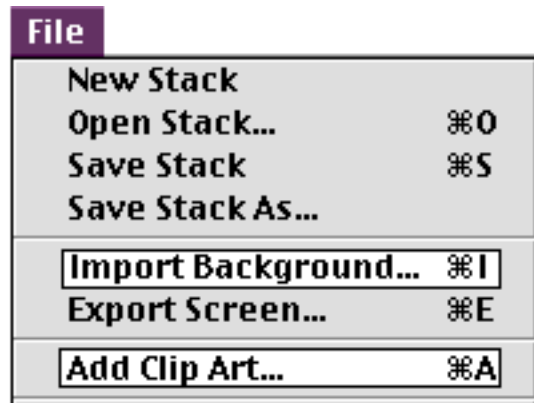


Adding Background and Clip Art to Your Stack

Importing a Background

1. Pull down the File Menu and select “**Import Background . . .**”
 2. Click on **OK** to select “Disk file.”
 3. When asked, open the folder containing your graphic files.
 4. Open your graphic file.
 - If your graphic is the same size or smaller than the card size, the graphic will be pasted onto the card.
 - If your graphic is smaller or larger than the card size, you will be asked if you want to re-size the graphic to fit the card.
- * Caution: Re-sizing may distort the image significantly.



Adding Clip Art

1. Pull down the File Menu and select “**Add Clip Art . . .**”
 2. Click on **OK** to select “Disk file.”
 3. When asked, open the folder containing your graphic file.
 4. Open your graphic file.
 5. Options:
 - Select the entire image by double-clicking on the selection rectangle.
 - Select a portion of the image and its background by using the selection rectangle.
 - If you have a solid-color background, you can select part of an image by using the lasso to select the portion you want.
- * Caution: Any parts of the image that are the same color as the background will be transparent when you paste the graphic.
6. Move the graphic to the location you want.
 7. You can re-size and/or rotate your graphic by selecting it with the selection rectangle, sliding down to Effects, and then selecting Scale & Rotate.