

Finding and Applying Clipart for EFL Tests

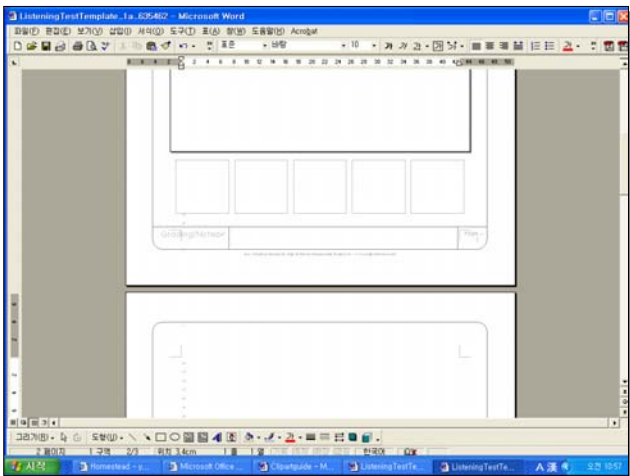
General Requirements

In order to build your own tests applying images you find yourself, there are two basic requirements. The first is that you must have a fairly recent version of Microsoft Word and/or Office installed on your computer (Office 2000 and above are most recommended) that includes access to Clip Gallery. Clip Gallery is usually a standard feature of Office packages. Probably the easiest way to check is to try downloading clipart as per the instructions below - once you click on an image Clip Gallery should appear automatically.

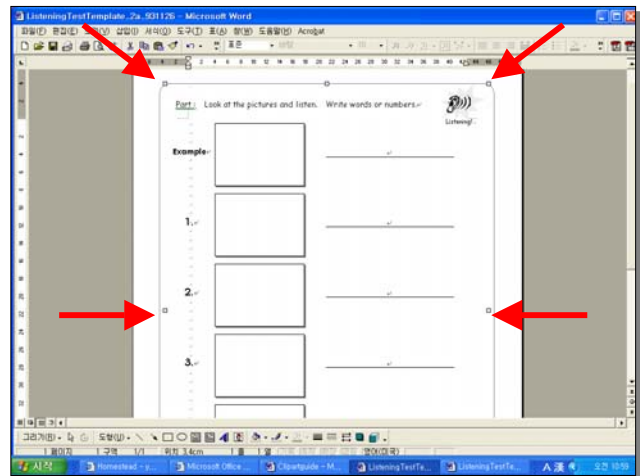
The second requirement is that you have an internet connection and can access Microsoft Design Gallery Live (<http://dgl.microsoft.com/>). If you cannot remember this URL, you can always access it from the English Raven Links page - Design Gallery Live is always the last listing on that page.

Getting Started

It is important that you plan your test before you start looking for and applying clipart. Try printing out blank copies of the Test Templates you intend to use and pencil in your content including any notes and scripts. You may have to change this general outline once you evaluate the clipart you can or cannot find, but start with a plan first. The other important thing is to get your test Master Document ready, featuring all the various templates you intend to use. Set up your Master Document as outlined below:



Create a Master Document by entering in more lines at the bottom of your first template. Enter down until you have the number of pages you require and then ensure you save the document under a new name (usually the name/level of the test you are making).



To copy and paste a new template into your Master Document, open that template file in a new screen. Click once on an image, box or line in that template and you will see small white boxes appear around the edge of the template. Then click on 'copy' in your tool bar.



Return to your master document and place your cursor in the second page. Click on 'paste' in your tool bar. The second template should appear on the second page in the same position and with the same alignment it had in the original template. Repeat this process until you have all the pages and templates you require for your test.

Finding Clipart to Apply to your Test

Go to <http://dgl.microsoft.com/>. Keep your Master Document/templates pages open in MS Word as well. To find the clipart you need quickly and efficiently, you will need to set up your browse options appropriately. These can be found in the (blue) left hand margin. For the purpose of finding clipart that will look nice and feel appropriate to a young learner test, I suggest entering in the following:

Search in: Everywhere

Results should be: Clip Art

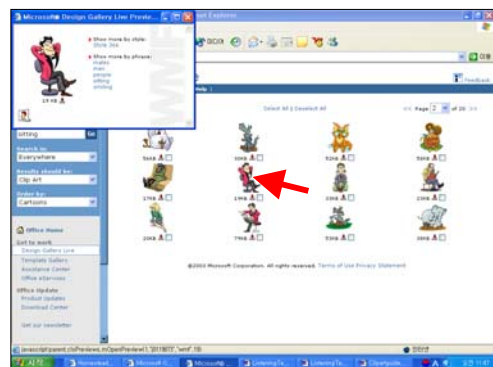
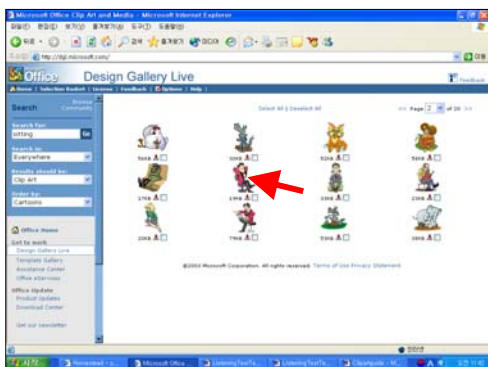
Order by: Cartoons

Once you have entered these settings, you are ready to search for specific items of clipart, using the **Search for** box at the top of the menu just described. Once you are ready to search, the entry you place in the 'search for' box is quite important. Bear in mind that you will have the most success if you type in single words only. Try to stick to nouns and adjectives, and if what you are looking for doesn't appear straight away, try rewording your search entry. There are literally thousands of images in the clipart gallery, but you may have to try a variety of search entries to find exactly what it is you're looking for.

If you intend to look for verbs, do not try typing in the base form of the verb (for example 'sit') or any inflected forms (for example 'sits', 'sat') other than an '-ing' form. In other words, if you are looking for an image for 'sit', try typing in 'sitting'. For some reason, the organization of the clipart will allow you to find images when you place the verb in its '-ing' form, but usually nothing else. There are also other search options for verbs - if you type in 'chair' you are likely to get several images that illustrate people sitting on things.

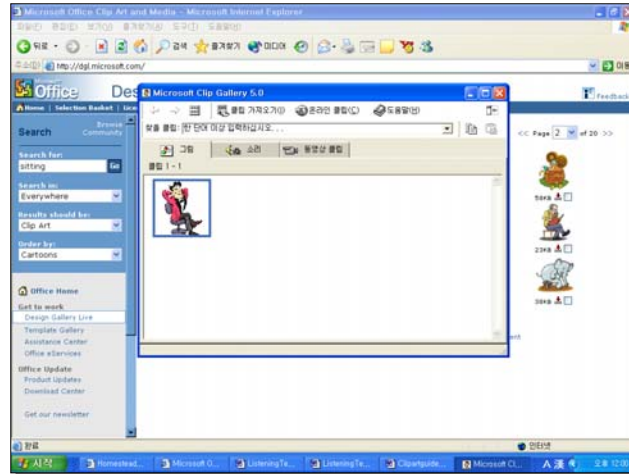
You may have to click through several screens for your search entry until you find the image that 'fits' what you are trying to illustrate. Ordering by 'cartoons' usually helps to narrow down the search to clear images that match basic vocabulary.

For the purpose of demonstration, let us assume that we are applying images to Listening Template 2a, and our first search is for 'sit', by entering 'sitting' as our search item. By scrolling through a couple of pages, we come to an image we would like to download and insert onto our test template (illustrated with a red arrow). You can take a closer look at clipart items before you download them by clicking on the image itself ('preview' - illustrated bottom right). This pop-up screen will also show you other search categories for the word, and also the clipart's 'style'. Clicking on the 'style' link will lead you to other images that have the same general style as the image you selected, but you will lose the 'cartoon' search parameter and the new screen will not be looking for images based on your original search entry. This link is good if you want to create a more uniform appearance to the clipart you are applying, but in general, it is also a good way to get 'lost' looking at images that don't really match what you originally set out to look for!

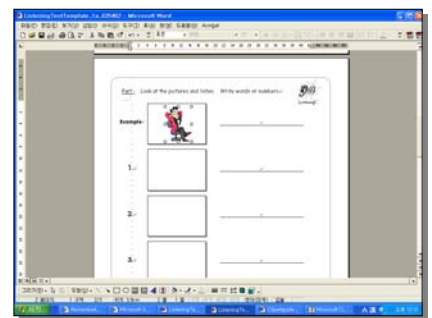
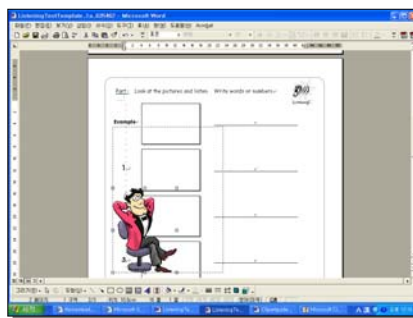


Downloading the Clipart and Applying it to your Document

Once you have found the kind of image you are looking for, it is time to download it and apply it to your MS Word document (in this case, your test document). To download the clipart, click once on the small gray box below the red arrow underneath the clipart item. This should start the process of downloading to your computer, but it should also activate your Clip Gallery in Microsoft Word. Your screen should look like this:



Do not delete this Clip Gallery pop-up screen! Your image should be there bordered with a blue line. Right click on the image in Clip Gallery and select 'copy'. Now re-open your Master Document in MS Word and go to the page you want to place the clip art on. Place the cursor somewhere on that page, but not inside a text box (the safest way to do this is to place your mouse over the far right side of the document and left click once). Then go up to your tool bar and click once on 'paste'. The clip art item should appear on your document as in the screen below (left). To resize it, move your cursor over the top right-hand small white box that borders the clipart image, click and drag down to make it smaller (see below - center). Now, to move it into the position you want on the template, click once on the image and drag it to the place you want on the page (see below - right). Re-save your document to ensure that you retain the image and don't have to repeat the procedure.



You should now be ready to start looking for your next piece of clipart. If you leave the clip gallery open and return to Design Gallery Live, new clipart items will drop automatically into the Clip Gallery alongside clipart you have already downloaded, as per the screen illustrated right. This allows you to reapply clipart you may already have found, or find and upload all the clipart you need before applying each item to your test pages in MS Word.

