



# CLIP ART CD HELP



TOPIC	SOLUTION	DATE
<b>RTF Files</b>	<b>RTF files open in Notebook and not Microsoft Word.</b> You can still print the file from Notebook, but if you want to open the files in Word, choose the "Save" button and save the file to your computer. Open Word and choose File/Open; navigate to the file you just saved and click on it to open it.	12/1/08
<b>Blue Boxes in the PDF Files</b>	<b>What are they, and do they print?</b> The blue boxes indicate an editable field for you to add text. The blue disappears when you type in the boxes, and the ones you leave blank do not print.	12/1/08
<b>Song Lyrics</b>	<b>Song lyrics are not on my CD.</b> Song lyrics have been provided on the Clip Art CD in Word .doc format in a file called "ChordLyricsSongSheets.doc." Click on "Text Files" to find this version of the lyrics. Song lyrics as PowerPoint slides are located on the leader version of the music CD.	12/1/08
<b>WMF Files</b>	<b>WMF files can't be copied to my clipboard.</b> The "Copy" button disappears when you select a file with the WMF file format because this file format works better using "Insert" or "Place." Save the file to your computer, and use the "Insert" or "Place" feature in your software application to import the file.	12/1/08
<b>Autorun</b>	<b>Autorun did not start on my computer, so the program did not start when I inserted the disc.</b> <b>PC</b> —Right-click on "Start>Explore." Select the drive that contains the clip art CD. Find the file name with the .exe extension and double-click it. <b>Mac</b> —Click on the icon on your desktop which shows the clip art CD. Locate the file with the director "d" logo and double-click it. (Test this out or contact CDI for file names, etc.)	12/1/08
<b>Adobe Acrobat Reader</b>	<b>I need to update my version of Adobe's free Acrobat Reader.</b> Go to <a href="http://www.adobe.com">www.adobe.com</a> and search for "Acrobat Reader" to download the free viewer.	12/1/08
<b>Cannot open file</b>	<b>The clip art file I chose will not open.</b> See "File Formats" and "No Preview Available" for assistance.	12/1/08
<b>Compatibility</b>	<b>Can I use these files on either a Mac or a PC?</b> Yes, you can! These graphics files can be used on any Macintosh with OS X or PC-compatible running Windows 98 or better. Both platforms require a multisession-compatible CD-ROM drive.	12/1/08



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Copy or Save	<p><b>What does the “Copy” button do, and why is that option not always available?</b></p> <p>The “Copy” button places a copy of the file on your computer’s clipboard so you can easily paste the image into other applications. If the file format is compatible with that feature, the “Copy” button appears on the screen for you to select. Otherwise you must choose to “Save” the file to your computer and “Insert,” “Import,” or “Place” the image in your file. For more information, refer to your software application’s help files or manual for specific instructions on adding graphics to a document.</p>	12/1/08
Copyrights	<p><b>I’m not sure what copyrights are associated with these files.</b></p> <p><b>Clip Art</b>—You are welcome to use the images on this CD for your own non-profit church publicity needs, such as newsletters, bulletins, correspondence, T-shirts, brochures, or website. However, it is illegal to use these images for any purpose not related to your own church’s presentation of a Group Publishing VBS or for any activity intended to profit from their use.</p> <p><b>Song Lyrics</b>—Copyright laws permit you to make only one copy of these songs. You may create either transparencies or an electronic presentation such as PowerPoint but not both.</p> <p><b>Sound Effects (where applicable)</b>—You are welcome to use the sound effects on this CD-ROM for your church’s non-profit multimedia and Web needs. It is illegal to use these sound effects for any purpose not related to your own church’s presentation of a Group Publishing VBS or for any activity intended to profit from their use. Please contact <a href="mailto:inforights@group.com">inforights@group.com</a> to request permission for additional usages.</p>	12/1/08
Customizing Forms	<p><b>How can I customize my VBS forms?</b></p> <p><b>PDF forms</b>—The PDF forms on this CD have been made into interactive PDFs whenever appropriate. An interactive PDF allows you to fill in the blanks and print the form. You can save an interactive PDF by renaming it and saving it to your computer; however, the information you enter in the interactive fields will not save with the document.</p> <p>You must have Adobe’s Acrobat Reader installed on your computer to open a PDF file. If you do not have Acrobat Reader, you can download it free from <a href="http://www.adobe.com">www.adobe.com</a>. The free Reader software will allow you to fill in the blanks. Whether interactive or not, a PDF file can only be customized with the Adobe Acrobat Professional software package.</p> <p><b>RTF forms</b>—Rich Text Format (RTF) files are word processing documents that can be opened in Microsoft Word, Corel WordPerfect, and most other word processing software. Once opened, these documents can be customized according to your preferences. We used this format rather than saving them as Word (.doc) files so they would also be available to users regardless of the word processing software they are using.</p>	12/1/08



# CLIP ART CD HELP



TOPIC	SOLUTION	DATE
<b>Decorating Art Patterns</b>	<b>How do I use the decorating art patterns?</b> 1. Print the pattern(s) of your choice on an 8½" x 11" sheet of paper. 2. Copy onto a copier-safe transparency. 3. Hang an old bed sheet or large piece of paper on the wall. 4. Using an overhead projector, project the pattern onto the bed sheet or paper. Use fabric paints or markers to trace the pattern. 5. Use fabric paints or markers to color in the pattern.	12/1/08
<b>EPS Files</b>	<b>Where are the EPS files?</b> EPS files have been replaced by WMF files because WMF files are also compatible with Microsoft programs. They can be opened and used in high-end graphics programs such as Adobe Illustrator just like an EPS file. There are a wide variety of WMF files of the logo, etc., under the "T-Shirt" and "Print Jobs" sections on the clip art CD.	12/1/08
<b>File Format Doesn't Show</b>	<b>The file name is too long so I can't see what type of file it is. How do I know what type of file I am choosing?</b> Select the file name in the menu box on the left, and then click the "Save" button above the thumbnail. The entire file name, including the extension (i.e. file type), will be displayed in the pop-up menu. Click "Cancel" if you do not want to save the file to your computer.	12/1/08
<b>File Formats</b>	<b>How do I know what file format to use for my projects?</b> File formats can be confusing. To simplify things, we have organized this CD according to the type of project and put the files you need in that folder. If you want to have T-shirts made, just click on "T-shirts," and all the files available to you in that screen are formatted for the printing of T-shirts. However, if you are the curious sort and want more information, feel free to continue reading.  Each file format has strengths and weaknesses. JPEG and TIFF files are bitmap files and are compatible with many software applications but can suffer pixelation (fuzziness) when resized more than 10%. WMF files do not suffer from pixelation when resized but cannot be read by some desktop publishing software programs; however, WMF files can be easily used and resized in Microsoft Office programs.  IMPORTANT NOTE: Right-clicking on the thumbnail image and selecting "Copy" from the drop-down menu saves a copy of the preview or thumbnail image, NOT the higher-resolution format file listed on the menu. Select your image and click on "Save" or "Copy" instead.  We have listed here the file formats we have provided for each application. <b>Decorating Art</b> —The images provided in our Decorating Art section are WMF or TIFF files. We have used simplified black-and-white images for you to print on transparencies and then project to the appropriate size on your wall using an overhead projector. <b>Electronic Media</b> —We have provided low-resolution JPEG files for use with PowerPoint, MediaShout, and other electronic media programs. Advanced users can search the disc for WMF files if their software allows the use of WMF files.	12/1/08



# CLIP ART CD HELP



TOPIC	SOLUTION	DATE
<p><b>File Formats</b> (continued)</p>	<p><b>Print Jobs (fliers, posters, ads, etc.)</b>—Clip art files are provided in WMF and TIFF formats that you can use to do small and large print jobs (small being 8½" x 11" or smaller and large being 11" x 17" or larger). The software program you are using often dictates which file format you should use. However, print applications should always use mid (150 dpi) to high (300 dpi) resolution images. WMF files allow you to scale the art without losing resolution. TIFF files are compatible with many software programs but will suffer from pixelation if resized more than 10%. See "Fuzzy Images" for more information on that topic.</p> <p><b>Forms and Song Lyrics</b>—These are provided either as PDF files or as Word .doc files.</p> <p><b>PDF Forms</b>—The PDF forms on this CD have been made into interactive PDFs whenever appropriate. An interactive PDF allows you to fill in the blanks and print the form. You can save an interactive PDF by renaming it and saving it to your computer. You must have Adobe's Acrobat Reader installed on your computer to open a PDF file. If you do not have Acrobat Reader, you can download it free from <a href="http://www.adobe.com">www.adobe.com</a>. The free Reader software will allow you to fill in the blanks. Whether interactive or not, a PDF file can only be customized with a full version of Adobe's Acrobat software.</p> <p><b>Sound Effects (when applicable)</b>—Sound effects have been provided as AIFF files for higher quality and the ability to be read by a variety of programs.</p> <p><b>T-shirts</b>—Art files for the creation of T-shirts have been provided for you as WMF files. This file format allows you to scale the art without losing resolution and allows you to add spot color to the files easily. WMF is a Microsoft Word-friendly format but is also compatible with Adobe and Corel programs.</p> <p><b>Electronic Presentations and Web</b>—We have provided low-resolution JPEG files for use with the Web and for electronic presentations, like PowerPoint.</p>	<p>12/1/08</p>
<p><b>Flipping Images</b></p>	<p><b>In past years, Group provided borders and characters with both left- and right-facing images.</b></p> <p>In addition to providing you with flipped images, we have added a file format that allows you to manipulate (flip) the image any way you wish. We realize that a large number of churches that use our VBS use Microsoft Word, so we have added WMF files that can be flipped, stretched, and resized to fit your needs.</p>	<p>12/1/08</p>
<p><b>Fonts</b></p>	<p><b>Why aren't the fonts included on this CD?</b></p> <p>Fonts have copyrights, just as with art and music. For that reason, we are not permitted to give away the fonts that we use. However, on our website, there is a list of the fonts, along with price and contact information for the font foundry where you may purchase them. Go to <a href="http://group.com/vbs">group.com/vbs</a> and click on the program icon you want to obtain fonts for; then look in "Tips &amp; Tools."</p>	<p>12/1/08</p>





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TOPIC	SOLUTION	DATE
<b>Fuzzy Images</b>	<p><b>Images appear pixelated or “fuzzy” when enlarged.</b></p> <p>Low-resolution images (Low-Res JPEGs on this disc) are for Web and electronic presentations only and will become “fuzzy” or pixelated when enlarged. Refer to the “File Formats” topic in this help section to ensure you are using the proper file format for your project.</p> <p>Please note: Right-clicking on the thumbnail image in the preview pane and selecting “Copy” from the drop-down menu will copy the thumbnail image onto your clipboard, NOT the actual file format you have selected. To copy the linked (higher-resolution) file, click on the file name in the left panel, and click on the “Copy” or “Save” button above the preview image. “Copy” saves a copy of the file onto your clipboard to be pasted into another application. “Save” allows you to save the file to your computer’s hard drive.</p>	12/1/08
<b>Images Not Found</b>	<p><b>I cannot find an image.</b></p> <p>If you cannot find the image you are looking for on this CD, it might be available on our website. Go to <a href="http://group.com/vbs/crocodiledock">group.com/vbs/crocodiledock</a>, and click on “Tips &amp; Tools.”</p>	12/1/08
<b>Insert Clip Art</b>	<p><b>How do I insert clip art into a word processing program like Microsoft Word?</b></p> <p><b>PC</b>—Select the file you want to insert from the clip art CD, and click “Save.” Save the file to your computer’s desktop by selecting “Desktop” from the drop-down menu.</p> <ol style="list-style-type: none"><li>1. Select the “Insert” pull-down menu.</li><li>2. Select “Picture &gt; From File.”</li><li>3. On the “Insert Picture” dialog box, locate the “Look In” window. Select “Desktop.”</li><li>4. Double-click on the file name.</li><li>5. Once the image is inserted into your document, you may change its size by single-clicking on the image, then clicking and holding onto one of the corner handles and dragging the mouse until you have obtained the desired size. If these instructions do not work with the program you are using, please refer to the owner’s manual for your software.</li><li>6. You may also want to change the way the text “wraps” around the clip art image. Microsoft Word inserts graphics in line with text, but this can be changed in a variety of ways. Go to <a href="http://www.microsoft.com">www.microsoft.com</a> and look for their online help with graphics and clip art.</li></ol>	12/1/08



# CLIP ART CD HELP



TOPIC	SOLUTION	DATE
<b>Insert Clip Art</b> <i>(continued)</i>	<b>Mac</b> —Select the file you want to insert from the clip art CD, and click “Save.” Save the file to your computer’s desktop by selecting “Desktop” from the drop-down menu. 1. Select the “Insert” pull-down menu. 2. Select “Picture > From File.” 3. On the “Open” dialog box, select “Desktop.” 4. Double-click on the file name. 5. Once the image is inserted into your document, you may change its size by single-clicking on the image, then clicking and holding onto one of the corner handles and dragging the mouse until you have obtained the desired size. If these instructions do not work with the program you are using, please refer to the owner’s manual for your software.	12/1/08
<b>Installing Fonts</b>	<b>I have purchased the fonts I need, but I don’t know how to install them.</b> <b>PC</b> —Open your computer’s Control Panel (click on “Start” and select “Control Panel”). Click on “Fonts>File>Install New Font” and follow screen instructions.	12/1/08
<b>Interactive PDFs</b>	<b>The PDF file will not let me save it after I have filled in the blanks.</b> You can save the original interactive PDF to your computer. However, you cannot save the information that you enter into the blanks. To be able to do this, you will need to have Adobe Acrobat Professional installed on your computer. If you want a record of your completed form, be sure to print it out before you close or save the file.	12/1/08
<b>Looping PowerPoint</b>	<b>How do I loop a PowerPoint presentation?</b> PowerPoint can be set to loop a presentation under “Show Type” in “Kiosk” mode; it will then continuously loop the presentation until stopped. You also need to set the transition on each slide to advance automatically. You can set a universal time for each slide, or you can set individual times for each slide. See Microsoft’s PowerPoint Help on “Show Type” and “Slide Transitions.”	12/1/08
<b>No Preview Available</b>	<b>When I try to open a file, I get an error message in Window Picture and Fax viewer, “No preview available.”</b> Some desktop publishing programs want you to insert or import a file rather than open it. Try using “Insert” or “Import” for the file. Before you do, be sure you are using a file format that is compatible with your software, or refer to the instructions provided with your software application. Microsoft Word, for example, does not read EPS files but does read WMF and TIFF file formats. For more information, read the “File Formats” and “Insert Clip Art” help topics.	12/1/08



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Photo Release	<p><b>Can we use the photos we take of the kids and adults at our VBS this year to advertise for next year's VBS?</b></p> <p>Although churches have rarely experienced any serious problems using the photos taken at their VBS program, it is still a good idea to be courteous and inform participants and their parents of your intent to do so.</p> <p>Group has provided you with a simple talent photo release as well as a "photo alert" notice to display at your registration desk.</p> <p>Please note that these documents are a suggestion and are given as a courtesy. Group Publishing, Inc. waives responsibility for any action resulting in the use or non-use of such. If you have any questions as to your liability or the content/use of the forms, we recommend that you contact a legal representative on behalf of your church.</p> <p><b>I can't find the photo release form.</b></p> <p>The photo release form can be found on CD 2. Look "Forms and Song Lyrics" and click on "Text Files" to find the file called "TalentRelease.rtf."</p>	12/1/08
Placing Images in Microsoft	<p><b>How do I place images in Microsoft desktop publishing software?</b></p> <p>The commands for Microsoft Word and Microsoft Publisher are "Insert &gt; Picture &gt; From File." Microsoft does not use the "Place" command that other software companies use.</p> <p>When you insert a picture, the default text wrap for placing images in Microsoft products is "In Line With Text." An image can be resized in this format, but it creates havoc with any text on the page. You can easily change the text wrap on the picture. See your application instructions for detailed information on placing images, or go to <a href="http://www.microsoft.com">www.microsoft.com</a> and search for their online training on graphics and pictures.</p>	12/1/08
PowerPoint Viewer	<p><b>How do I get Microsoft's free PowerPoint Viewer to view the lyrics slide show? (The lyrics slide show is now available on the leader version of the music CD.)</b></p> <p>Go to <a href="http://www.microsoft.com">www.microsoft.com</a> and search for PowerPoint Viewer to download the free viewer.</p>	12/1/08
Printing PowerPoint	<p><b>How can I print PowerPoint presentations I have created?</b></p> <p>In order to print a PowerPoint presentation, you must have the full version of PowerPoint on your computer. Open PowerPoint, and then select "File&gt;Open" and choose the presentation you want to open. Using this method, you can open both PPS (PowerPoint Show) and PPT (PowerPoint default) file types.</p> <p>Group has chosen to deliver PPS files, as this allows them to be used by customers who don't own PowerPoint and by those that do.</p> <p>Double-clicking on a file with the .pps extension will open the file in PowerPoint's viewer even if you have PowerPoint installed on your computer. You will not be able to print slides out of the viewer.</p>	12/1/08



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Save All Images	<b>How do I save all the images from this disc to my computer?</b> Click on the "Save All Files" button on the main menu.	12/1/08
Song Sheets with Chord Charts	<b>Are song sheets available without full piano accompaniment?</b> Simplified two-page spreads with only the lyrics and chords are now available as Word .doc files on this clip art CD. This is the type of music many church worship bands use, and the Word .doc format allows you to customize them to fit your needs and to use as a printout, on a transparency, or to create your own PowerPoint slides. Copyright laws permit you to make one copy of the songs per clip art CD.	12/1/08
Song Lyrics PowerPoint Slide Show	<b>I can't find the PowerPoint slide show for the lyrics.</b> Due to customer request, the PowerPoint lyrics slide show is now located on the leader version of the music CD. The leader version CD comes in the Starter Kit and is available for individual sale at <a href="http://group.com/vbs">group.com/vbs</a> .	12/1/08
Templates	<b>How do I use the templates provided?</b> Group has provided templates in interactive PDF format, as well as some in RTF format compatible with Microsoft Office products and other desktop publishing software programs. These templates are created to save you time in delivering ads to newspapers, creating signs and posters, and printing your invitation postcards and doorknob danglers. For more information on interactive PDF and RTF files, see "Interactive PDFs" and "Customizing Forms."	12/1/08
TIFF Files	<b>TIFF files will not open.</b> Not all programs can open a TIFF file, but most desktop publishing programs are compatible with them. See instructions on placing images in Microsoft Word under "Insert Clip Art." Most programs work basically the same.	12/1/08
Transparent Backgrounds	<b>I need an image with a transparent background.</b> Choose a file with a .wmf extension. This format is native to Microsoft products but can be used in some other applications, as well, including Adobe products. These files have no "background" and can be sized, stretched, flipped, rotated, etc., without any loss of resolution.	12/1/08
Using the Directory	<b>How does the directory work?</b> The directory was created as a PDF file and requires Adobe Acrobat Reader to open it. If you do not have Adobe Acrobat Reader or require an update, you can download it free from <a href="http://www.adobe.com">www.adobe.com</a> .  The directory is a summary or catalog of all the images contained on each disc. Feel free to print out a copy of the directory for a quick reference guide to our images. The category heading of each section tells you where they are located on the CD.	12/1/08