Microsoft Office Compatible

Micrografx Media Manager is a Microsoft Office Compatible product. If you're already using Microsoft Office, which includes Microsoft Excel, Word, Microsoft Access, and PowerPoint, then many of the tasks you have learned to complete in Office can be completed in a similar manner in Micrografx Media Manager. Micrografx and Microsoft hope these similarities will make it easier for you to use our products together and with other Office Compatible products.

Look for the Microsoft Office Compatible logo when purchasing software. For more information about the Microsoft Office Compatible program, and for a complete listing of Microsoft Office Compatible products, in the United States call Microsoft Customer Service at 1-800-426-9400. Customers outside the United States should contact their local Microsoft office.

Using Micrografx Media Manager with Microsoft Office

Image information and image files can be transferred to Microsoft Office (1) by drag and drop and (2) by copying and pasting.

To copy ClipArt into Office via drag and drop

1   Make sure the target Office program window (for example, Word) is shown on screen.

2   Open Micrografx Media Manager with the correct subject, if necessary. The main Micrografx Media Manager window should be visible.

3   Click the item, and while holding the left mouse button drag the item onto the document.

4   Position the cursor where you want to position the item, and release the mouse button.

Note
- You must copy ClipArt into Excel via the Clipboard rather than using drag and drop.

To copy ClipArt via the Clipboard

1   Make sure the target Office program window (for example, Word) is shown on screen.

2   Open Micrografx Media Manager with the correct subject, if necessary. The main Micrografx Media Manager window should be visible.

3   Click the item you want.

4   Click the right mouse button and click Copy.

5   Move the cursor to the correct place in the target document and click to position the cursor.

6   Click the right mouse button and click Paste.