Clip art pictures are organized into subject categories. To display the pictures in a category, click the category name in the list. To display all pictures in the gallery, click (All Categories). To select a picture, click it.

To insert the selected clip art picture into the selected picture frame in your publication, click here. To select a picture, click it.

To locate a specific clip art picture quickly, click here.

To add new pictures to the ClipArt Gallery, or to update the previews of pictures in the ClipArt Gallery, click here.

To select a clip art picture, click it.

If you know the filename of the clip art picture, type in this box as many consecutive characters as you are sure of, and then click Find Now. For example, if you want to find GUITAR.CGM, type **gui** and the ClipArt gallery will display the guitar and any other clip art picture whose filename contains "gui."

If you know the description of the clip art picture, type in this box as many consecutive characters as you are sure of, and then click Find Now. For example, if you want to find "Bear serving food," type **bear** and the ClipArt gallery will display any clip art picture whose description contains "bear."

If you know the graphic file type of the clip art picture, click the arrow and then click the file type from the list. The list contains the names of graphic filters installed on your hard disk. When you click Find Now, the ClipArt gallery displays all pictures of that file type.

To reset the options to their defaults, click here. The default for Filename Containing is [All Names]; for Description it is [All Descriptions], and for Picture Type it is [All Types].

When the boxes contain the search criteria you want, click here to find the clip art picture.

Type a description of the picture here, and then click OK.

To add a clip art picture to a category, click the category to add a check mark. To remove a picture from a category, click the category to remove the check mark. To add a new category, click New Category.

If you do not want to add the displayed picture to the ClipArt Gallery, click here.

To add a new category, click here.

To add all the selected pictures to the same categories, click the category names, and then click here to add a check mark.

Type the name for the category, and then click OK.

To add pictures to your ClipArt Gallery, click here.

If clip art picture files have been modified or deleted from your hard disk, you can update the previews to reflect those changes by clicking here.

To view or change the properties of the selected picture, click here.

To add, rename, or delete categories, click here.

To delete or rename a category, click its name, and then click the button to the right of the list.

To delete a category, click its name, and then click here. Deleting a category does not delete the clip art pictures from your hard disk, but pictures that are in the deleted category are removed from the ClipArt Gallery.

To give a category a different name, click its name, and then click here.

To update the previews of pictures in the ClipArt Gallery, click here.

If any clip art pictures in your gallery were added from a network drive, and this box has a check mark, the ClipArt gallery updates the previews over the network. The files must be in the same location as when they were added to the gallery.

If any clip art pictures in your gallery were added from a floppy or CD-ROM drive, and this box has a check mark, the ClipArt gallery prompts you to insert each disk to update those previews.

While updating the previews, the ClipArt Gallery can't find the picture file shown in the box. To remove the preview from the ClipArt Gallery, click here.

While updating the previews, the ClipArt Gallery can't find the picture file shown in the box. If the file has moved, you can find it by clicking here.

While updating the previews, the ClipArt Gallery can't find the picture file shown in the box. To skip updating the preview for this file, click here.

While updating the previews, the ClipArt Gallery can't find the picture file shown in the box. To skip updating all clip art pictures in the same location, click here.

While updating the previews, the ClipArt Gallery can't find the picture file shown in the box. To remove previews of pictures in the same location from the ClipArt Gallery, click here.

While updating the previews, the ClipArt Gallery can't find the picture file shown in the box. To skip updating previews of pictures on the same disk, click here.

To remove all previews, click here.

To add pictures in all the listed packages to the ClipArt Gallery, click here. The list includes all clip art you installed with other software programs.

To postpone adding the pictures in all the listed packages, click here.

To add pictures to your ClipArt Gallery that are not part of other software packages, click here.

To see a description of any control in a dialog box, click the "?" button in the upper-right corner of the dialog box, and then click an option.

To make your changes take effect and close the dialog box, click here.

To cancel all changes you've made and close the dialog box, click here.