IMSI

Clipart Browser

Contents

Welcome to the **Clipart Browser** Help.

From this page you can get Help on how to use the Clipart Browser.

Click on a button to make your choice.

- ⏩ What is the Clipart Browser?
- ⏩ The Clipart Browser window
- ⏩ How To...
- ⏩ Menu commands
- ⏩ Keyboard shortcuts
- ⏩ About IMSI

To choose a Help topic...

🖱

Point to your choice and click.

⌨

Use **Tab** or **Shift Tab** to highlight your choice, then press **Enter**.

For more information about using Help, select **How to Use Help** from the Help window's **Help** menu.

What is the Clipart Browser?

The Clipart Browser is a utility which lets you:

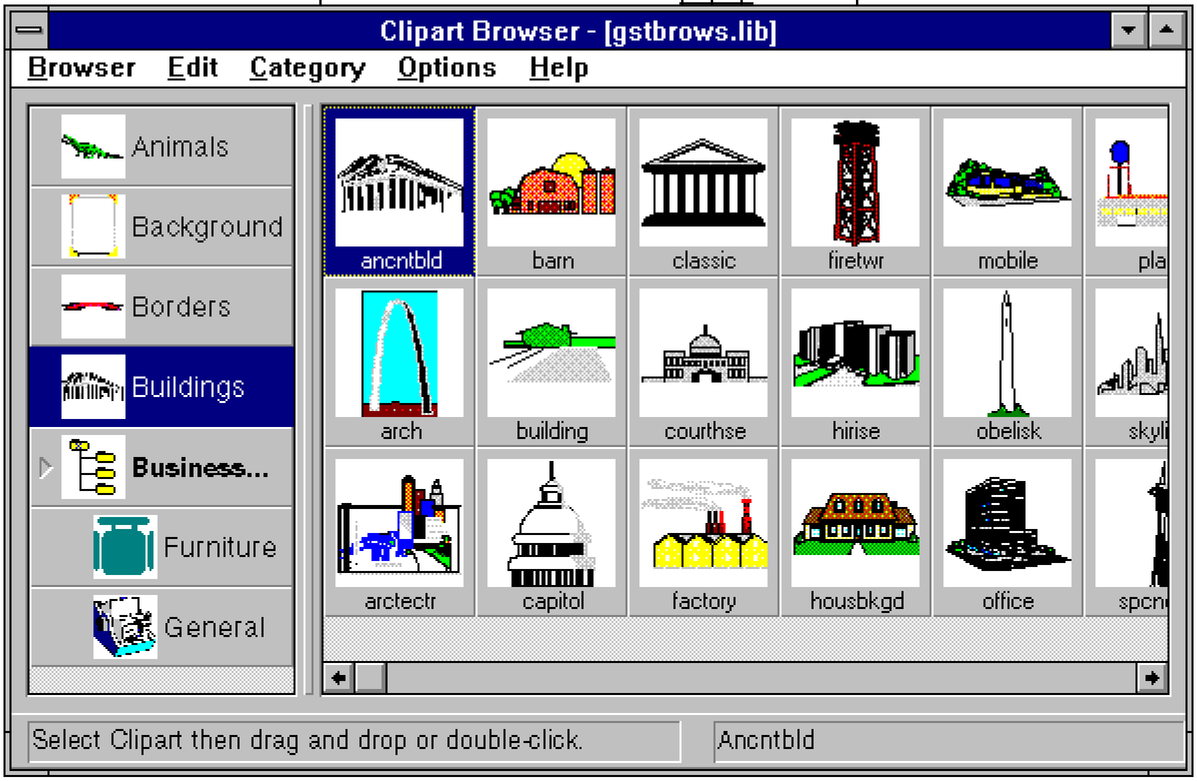
- Organize libraries of clipart
- Search through these libraries
- Select a piece(s) of clipart
- Send selected clipart to a desired application

You can also create new libraries and categories of clipart and save them.

The Clipart Browser displays previews of the clipart which are divided into categories.

The Clipart Browser window

Click on an area of the Clipart Browser window below to popup a description of the selected area.


Clipart Browser - [gstbrows.lib]
Browser
Edit
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Background
Borders
Buildings
Business...
Furniture
General
ancntbld
barn
classic
firetwr
mobile
pla
arch
building
courthse
hirise
obelisk
skyli
arctectr
capitol
factory
housbkgd
office
spcn

Select Clipart then drag and drop or double-click.

Ancntbld

Menu bar

Click on a menu name to display the menu's commands.

Control menu box

Click on the Control-menu box to display the Clipart Browser **Control** menu. By using **Control** menu commands you can resize, move, maximize, minimize, and close windows, and switch to other applications.

Keyboard shortcut:

Alt Spacebar

Minimize button

Click on the Minimize button to reduce the Clipart Browser window to an icon.

◆ When you reduce the Clipart Browser to an icon, it continues to run but its window does not take up space on your desktop.

▲ Maximize button

Click on the Maximize button to enlarge the Clipart Browser window to its maximum size.

- After you enlarge the Clipart Browser, the Maximize button is replaced by the Restore button, which contains both an up and a down arrow. Click on the Restore button to return the Clipart Browser window to its previous size.

Title bar

The title bar shows the name of the application, in this case, Clipart Browser.

- You can maximize the Clipart Browser by double-clicking on its title bar. To restore it to its previous size, double-click on the title bar again.
- To move the Clipart Browser to a different location on your desktop, drag its title bar to the new location.

Category list area

Displays the list of category names, and their icons. The clipart in the selected category will appear in the clipart preview area on the right.

Category names in **bold** have sub-categories, the sub-categories will appear indented from the main categories.

If necessary, use the vertical scroll bar to the right of the categories to see all of the categories available.

Clipart preview area

Displays previews of the clipart in the selected category.

If necessary, use the horizontal scroll bar below the clipart previews to see all the clipart in the category.

Info line

Displays information about the Clipart Browser.

- The left-hand part of the info line displays hints on what to do next so it changes depending on what you are doing at the time.
- When loading or searching for a clipart file, the progress is shown here with the use of a blue bar. The bar moves to the right as loading and file conversion nears completion. At any time you can press **Escape** to cancel the process.
- The right-hand part of the info line displays the name of the clipart preview at which you are pointing. It also displays the selected category's associated directory.

Vertical bar

Drag this bar to the left or right to alter the amount of space given to the clipart previews and the category list.

Browser

Drops down the **Browser** menu. From this menu you can create a new library, open and save an existing library and exit the Clipart Browser.

Edit

Drops down the **Edit** menu. From this menu you can rename a selected category or clipart preview, copy selected clipart to the Clipboard, select and cancel all clipart images, remove a selected category or clipart preview from the Clipart Browser window, move or copy a clipart preview into a different category and make a library read only.

Category

Drops down the **Category** menu. From this menu you can create new and empty categories and import clipart into these categories.

Options

Drops down the **Options** menu. From this menu you can turn the info line on or off, choose to display the Clipart Browser window in front of any other window, salvage disk space and choose how the Clipart Browser displays previews and categories.

Help

Drops down the **Help** menu. From this menu you can select the contents page of the Clipart Browser Help, gain information about what version of the Clipart Browser you are using and display a copyright notice.

Scroll bar

Scroll this bar to view the entire range of clipart previews.

Glossary definitions:

Scroll bar

- The vertical bar that appears to the right of the categories, and the horizontal bar that appears below the clipart previews, when not all the categories or previews are visible. By scrolling these bars the entire range of categories and previews can be seen.
- The vertical bar that appears to the right of a drive drop-down list, directories list or file list. Scroll the bar to view the hidden files and directories etc.

Control menu

■ A standard Windows menu displayed by clicking on the bar shaped icon at the top-left of a window, or clicking on an application running as an icon. By using **Control** menu commands you can resize, move, maximize, minimize and close windows.

Select

To choose a command, menu, application, icon, etc. with the mouse or keyboard.

Tab card

A subdivision of a dialog box containing options and controls. A dialog box may have several tab cards or none; click on the tab to move between cards.

Default

A predefined setting that you can change to suit your preferences.

Map

Files are routed to a certain destination as defined.

Path

Information that you enter into the computer to specify or find certain files e.g.

c:\tpub\dtp

c: is the drive, **tpub** is the application and **dtp** is the file type.

Menu

A list of commands that drop down after selecting a topic from the menu bar e.g. **Edit**.

Submenu

A menu that drops down when you click on a command in a main menu.

Associated directory

Each category has a single directory to which it is linked. This may be the one suggested by default or specified by you. When specifying a directory you can:

- Choose one containing files of the clipart previews that appear in the category.
- Choose a new directory and later move or copy those files into the associated directory using the **Tidy Up** option in the **Options** menu.

Clipart

A collection of pictures, often classified by themes, which can be used in a wide variety applications and utilities.

Pixel

Short for Picture Element. One of many thousands of dots that make up an image on screen.

Dialog box

A window that is temporarily displayed to request information. When a dialog box appears, all interaction with the Clipart Browser must be through the dialog box.

Preview
A bitmap representation of a piece of clipart, which may be in line-art or bitmap format.

Library
A collection of clipart stored under different categories.

Category

A heading under which clipart of the same theme is stored e.g. Sport.

Read only

A file that cannot be overwritten. If changes are made to a read only library, then you must save it under a different file name.

Info line

The info line is at the bottom of the Clipart Browser window. It provides you with hints and tips as you work.

Top level category

The highest category in the hierarchy of categories. It does not have a parent category.

Parent category

A category that has sub-categories within it.

Sub-category

A category belonging to a parent category.

Icon

A graphical representation of a disk, file, category, application or any other object that you can select or open.

Directory

A structure for organizing your files onto disk. A directory can contain files, libraries and other directories called sub-directories.

Subdirectory

A directory belonging to a parent directory e.g.

C:\IMSI\BROWSER

BROWSER is the **subdirectory**

Clipboard

A temporary storage area used to transfer clipart within and between applications.

Copy

To copy a clipart preview to a selected category, directory or application.

Move

To move a clipart preview to a selected category, directory or application.

Toggle

A switch or icon which is used to turn a feature on or off

Disk Drive

A device used for storing information on a computer. Each drive within your system has a name. These names could include **A:** which is usually the floppy disk drive and **C:** which is your hard disk.

Drag and drop

To select a piece of clipart, drag it from the preview area and drop it into a category or application. This is the easiest method of copying clipart into your chosen category or application.

Scroll

- The horizontal or vertical movement within the Clipart Browser window in order to view hidden previews or categories.
- The vertical movement within a list box to view the hidden files and directories etc.

Import

To load a clipart file or category into the Clipart Browser.

Popup

A message box or menu which will appear, providing you with information.

Keyboard shortcut

A means of carrying out a command from the keyboard without opening a menu first. If there is a keyboard shortcut, it is shown after the command in the menu. Not all commands have a keyboard shortcut.

Active

The window or icon you are currently using or that is selected. When either a window or icon is active, it is highlighted.

Keyboard Shortcuts

If you are familiar with Windows, you will already know that there are many keyboard alternates to using the mouse.

The Clipart Browser provides its own additional alternates and shortcuts, and these are listed below.

Moving around the preview area

Click on a clipart preview in the preview window, then use one of the following key sequences:

Press	To
↓	Select the clipart above or below the current clipart.
←→	Select the clipart to the left or right of the current clipart.
PgUp/PgDn	Select the first and last piece of clipart in the preview area.
Home	Select the first piece of clipart in the current category.
End	Select the last piece of clipart in the current category.
Shift Home	Select all clipart from the currently selected clipart to the first piece of clipart in the current category.
Shift End	Select all clipart from the currently selected clipart to the last piece of clipart in the current category.

Moving around the category list

Click on a category in the category window, then use one of the following key sequences:

Press	To
↓	Select the category above or below the current category.
PgUp/PgDn	Scroll the categories by one window then select the category at the top or bottom of the window.
Home	Select the first category in the list.
End	Select the last category in the list.

Menu command shortcuts

Press	To
Ctrl N	Create a new library.
Ctrl O	Open a library.
Ctrl S	Save a library.
Alt F4	Exit the Clipart Browser.
Alt 0 to Alt 10	Open recent libraries.
Ctrl C	Copy the selected clipart to the Clipboard.
Alt Delete	Remove the selected category or clipart preview.
Alt Insert	Create an empty category.
Insert	Add clipart to the selected category.
F1	Open the Help.
F10	Pass control to the menu bar.

Shift	Select a range of clipart (in sequence). Click on the first piece of clipart you want to select, then hold down **Shift** and click the last piece clipart you want to select.
Ctrl	Select a range of clipart (out of sequence). Hold down the **Ctrl** and click on each piece of clipart that you want to select.
Enter	When a parent category is selected, display the sub-categories within that category. When a clipart preview is selected, display the popup menu.

IMSI Software

for Home and Small Business

Presidents Letter.-

IMSIs goal is to provide you with the highest quality software products at affordable prices. Since 1983, millions of our award-winning products have been purchased throughout the world. This catalog presents our most popular titles. Most are Windows 95 compatible. Some of these products are on the CD you have just purchased, and can be accessed by simply calling us! Other products can be tried for FREE by downloading them from our Internet WEB site. We invite you to try them and enjoy them.

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Martin Sacks, CEO and President

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GST Technology Ltd is a worldwide software developer at the leading edge of user interface design for desktop publishing and graphics technology under Windows. GST is the author of the Clipart Browser, developed specifically for IMSI and licensed to them.

GST has a range of other products in the desktop publishing and graphics fields sold worldwide by a variety of licensees.

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Preferences dialog box

This dialog box will appear when you select **Preferences** from the **Options** menu.

From this dialog box you can change the layout of the Clipart Browser window.

Picture Preview group box

Provides options to change the appearance of the clipart previews and the name displayed beneath each preview.

- Select **Small (32 x 32 pixels)** to display small clipart previews, select **Large (64 x 64 pixels)** to display large clipart previews. More previews can appear in the window if **Small (32 x 32 pixels)** is selected, but the quality of the previews will be reduced and they will not have an identifying name.
- Select **File Name** to display the file name beneath each clipart preview; select **Picture Name** to display an 8-letter descriptive name beneath each clipart preview. These options are disabled when **Small (32 x 32 pixels)** is selected.

Category Layout group box

Check the **Show Category Icon** check box to display an icon next to each category name. Clearing this box will allow more category names to appear without scrolling.

See also:

- How to hide and display category icons
- How to resize clipart previews
- How to display the file or picture names of clipart previews

■

Open dialog box

This dialog box will appear when you select **Open** from the **Browser** menu, or when you press **Ctrl O**.

From this dialog box you can locate and open an existing clipart library so that you can resume work on it.

Library (lib) list box

Select the library you want to open by clicking on its file name in the **Library (lib)** list box, or by entering its file name in the **Library (.lib)** text box.

- If necessary, use the scroll bar to scroll through the list of libraries.

Directory list box

Select the directory that contains the library you want to open. Click on a directory to select it; double-click to make it the current directory. Libraries in the current directory are listed in the **Library (lib)** list box.

- If necessary, use the scroll bar to scroll through the list of directories.

Drive drop-down list box

Select the disk drive that contains the library you want to open. Click on the arrow to the right-hand side of the this box to drop-down a list of all the disk drives available. Click on the disk drive you want.

- If necessary, use the scroll bar to scroll through the list of drives.

See also:

- How to open an existing library

■

Save As dialog box

This dialog box will appear when you select **Save As** from the **Browser** menu, or when you select **Save** or press **Ctrl S** for an untitled library.

From this dialog box you can specify the drive, directory and filename in which to save your library.

Library (lib) list box

Specify the filename in which you want to save your library by entering it in the **Library (lib)** text box. If you want to overwrite an existing library, select the library by clicking on its file name in the **Library (lib)** list box. When you click on **OK** the Clipart Browser warns you if you try to overwrite an existing library.

- If necessary, use the scroll bar to scroll through the list of libraries.

Directories list box

Select the directory in which you want to save your library open. Click on a directory to select it; double-click to make it the current directory. Libraries in the current directory are listed in the **Library (lib)** list box.

- If necessary, use the scroll bar to scroll through the list of directories.

Drive drop-down list box

Select the disk drive in which you want to save your library. Click on the arrow to the right-hand side of the this box to drop-down a list of all the disk drives available. Click on the disk drive you want.

- If necessary, use the scroll bar to scroll through the list of drives.

See also:

- How to save a library

Move/Copy Preview(s) dialog box

This dialog box will appear when you select **Move/Copy Preview(s)** from the **Edit** menu.

From this dialog box you can move or copy clipart previews to a different category.

Clipart Preview window

Displays the selected clipart preview.

Move Previews to Category list box

Select the category into which you want to move or copy the clipart by clicking on its name in the **Move Previews to Category** list box, or by entering its name in the **Move Previews to Category** text box.

Copy option

Select **Copy** to copy the clipart previews into the category selected in the **Move Previews to Category** list box.

- The clipart preview will still remain in the original category.

Move option

Select **Move** to move the clipart previews into the category selected in the **Move Previews to Category** list box.

- The clipart preview will be removed from the original category.

See also:

- How to move clipart to another category
- How to copy clipart to another category

■

Create Empty Category dialog box

This dialog box will appear when you select **Create Empty Category** from the **Category** menu, or when you press **Alt Insert**.

From this dialog box you can create a new category, assign it to a parent category and change its associated directory.

Category Name text box

Enter the name of your new category within this box.

Parent Category (optional) list box

If you want your new category to be a sub-category, select the parent category to which you want the sub-category to belong. All the current categories within the current library are listed in this list box.

- You can only select a parent category when the **Has Parent** option is selected.
- If necessary, use the scroll bar to scroll through the list of categories.

Has Parent option

Select **Has Parent** to put your new category within the parent category selected in the **Parent Category (optional)** list box.

Top level option

Select **Top Level** to make your new category a Top level category.

Associated Directory text box

Specify the directory with which you want to associate your new category by entering the directory path in this box.

See also:

- How to create an empty category

■

Add Clipart File dialog box

This dialog box will appear when you select **Add Clipart File** from the **Category** menu, or when you press **Insert**.

From this dialog box you can locate, preview and add clipart to a selected category.

File list box

Select the clipart you want to add by clicking on its filename in the **File** list box. Double click to display the file in the preview window. To select more than one preview, click while pressing the **Shift** key.

- If necessary, use the scroll bar to scroll through the list of files.

Directory list box

Select the directory that contains the clipart you want to add. Click on a directory to select it; double-click to make it the current directory. Files in the current directory are listed in the **File** list box.

- If necessary, use the scroll bar to scroll through the list of directories.

Drives drop-down list box

Select the disk drive that contains the clipart you want to add. Click on the arrow to the right-hand side of the this box to drop-down a list of all the disk drives available. Click on the disk drive you want.

- If necessary, use the scroll bar to scroll through the list of drives.

Preview window

Displays a preview of the selected clipart file when you click on **Preview**.

Select All button

Click on **Select All** to select of the clipart files listed in the **File** list box.

Preview button

Click on **Preview** to display a preview of the selected clipart file in the Preview window. If more than one preview is selected, the button will change to **Preview Next** after the first preview has appeared in the window. Click on this button to scroll through the rest of the selected previews.

Add button

Click on **Add** to add the selected clipart files to the selected category without previewing.

Deselect button

Click on **Deselect** to cancel the selected clipart previews from the **File** list box.

See also:

- How to add a single piece of clipart to category

■

Tidy Up Library dialog box

This dialog box will appear when you select **Tidy Up** from the **Options** menu.

From this dialog box you can select one of the following options:

Salvage Disk Space Only

Select this option to remove all unused clipart previews from the current library, and to compact the remaining clipart previews on your hard disk.

- Compacting all clipart previews will save disk space.

MOVE Clipart into category directory

Select this option to remove all unused clipart previews from the current library, to compact the remaining clipart previews on your hard disk, and to move all clipart files to the directory associated with each category.

- Compacting all clipart previews will save disk space.
- Directories are associated with categories in the **Create Empty Category** dialog box.

COPY Clipart into category directory

Select this option to remove all unused clipart previews from the current library, to compact the remaining clipart previews on your hard disk, and to copy all clipart files to the directory associated with each category.

- Compacting all clipart previews will save disk space.
- Directories are associated with categories in the **Create Empty Category** dialog box.

See also:

- How to tidy up a library
- **Create Empty Category** dialog box

■

Import Into Existing Category dialog box

This dialog box will appear when you select **To "category name"** from the **Add Directory Category** submenu

From this dialog box you can search and select the clipart that you want to import into the current category.

This dialog box is divided into two tab cards; click on the tab card for which you want help:

- Directory Selector tab card
- Options tab card

■

Directory Selector tab card

This tab card will appear when you select it from the **Import Into Existing Category** dialog box.

From this tab card you can select the directories through which you want to search for clipart.

- **All Directories** option

Select **All Directories** to search through each directory in the current disk drive.

- **Selected Only** option

Select **Selected only** to search through the selected directories only, i.e. those preceded by a check.

Directory list box

Select the directories through which you want to search for clipart by checking the box preceding the directory. Files in the current directory appear in the file list box.

- If necessary, use the scroll bar to scroll through the list of directories.
- You can select as many directories as you want.

File list box

Displays files within the current directory.

- If necessary, use the scroll bar to scroll through the list of files.

Drives drop-down list box

Select the disk drive that contains the clipart you want to import. Click on the arrow to the right-hand side of this box to drop-down a list of all the disk drives available. Click on the disk drive you want.

- If necessary, use the scroll bar to scroll through the list of drives.

See also:

- Options tab card
- How to import clipart into an existing category

■

Options tab card

This tab card will appear when you select it from the **Import Into Existing Category** dialog box.

From this dialog box you can choose the format of clipart to search for, and specify how the clipart is organized within the category.

Format group box

Specify the clipart format(s) for which you want to import by checking the relevant boxes.

Directory to Category Mapping group box

Including Subdirectories check box

Specify if you want to include subdirectories in the search by checking the relevant box.

All in One Category option

Select this option to import all the located clipart into the existing category.

Turn Subdirector(y,ies) into Sub-Categor(y,ies) option

Select this option to import the clipart located in the main director(y,ies) into the existing category, and to import clipart located in sub-directories into new sub-categories. The existing category will become the parent of these sub-categories.

See also:

- How to import clipart into an existing category

■

Import Into New Category dialog box

This dialog box will appear when you select **As Top Level Category** from the **Add Directory Category** submenu

From this dialog box you can search and select the clipart that you want to import into a new category.

This dialog box is divided into two tab cards; click on the tab card for which you want help:

- Directory Selector
- Options

■

Directory Selector tab card

This tab card will appear when you select it from the **Import Into New Category** dialog box.

From this tab card you can select the directories through which you want to search for clipart.

- **All Directories** option

Select **All Directories** to search through each directory in the current disk drive

- **Selected Only** option

Select **Selected only** to search through the selected directories only, i.e. those preceded by a check.

Directory list box

Select the directories through which you want to search for clipart by checking the box preceding the directory. Files in the current directory appear in the file list box.

- If necessary, use the scroll bar to scroll through the list of directories.
- You can select as many directories as you want.

File list box

Displays files within the current directory.

- If necessary, use the scroll bar to scroll through the list of files.

Drives drop-down list box

Select the disk drive that contains the clipart you want to import. Click on the arrow to the right-hand side of this box to drop-down a list of all the disk drives available. Click on the disk drive you want.

- If necessary, use the scroll bar to scroll through the list of drives.

See also:

- Options tab card
- How to create a new category and import clipart into it

■

Options tab card

This tab card will appear when you select it from the **Import Into New Category** dialog box.

From this dialog box you can choose the format of clipart to search for, and specify how the clipart is organized within the category.

Format group box

Specify the clipart format(s) for which you want to import by checking the relevant boxes.

Directory to Category Mapping group box

Including Sub-Directories check box

Specify if you want to include sub-directories in the search by checking the relevant box.

All in One Category option

Select this option to import all the located clipart into the new category.

Turn Sub-Director(y,ies) into Sub-Categor(y,ies) option

Select this option to import the clipart located in the main director(y,ies) into the new category, and to import clipart located in sub-directories into new sub categories. The top level category will become the parent of these sub-categories.

Top Level Category option

Select this option to import located clipart from each directory into separate new top level categories.

See also:

- How to create a new category and import clipart into it

■

Confirm dialog box

This dialog box will appear when you have one or more clipart previews selected and you select **Remove** from the **Edit** menu, or press **Alt Delete**.

From this dialog box you can confirm whether you want to delete the selected preview(s) from the current category and choose whether to delete the corresponding clipart file from your hard disk.

Preview window

Displays the selected clipart preview(s).

Delete Clipart file from your disk check box

Check this box to delete the selected clipart from your hard disk.

■ When this box is cleared, the clipart previews are removed from the current category, but the actual clipart files remain on your hard disk for future use.

See also:

- How to remove clipart from a category

■

How to...

Click on a button for more help with using the Clipart Browser.

- ■ How to change the layout of the Browser window
- ■ How to work with libraries
- ■ How to work with categories
- ■ How to work with clipart
- ■ How to send clipart to an application

■

How to change the layout of the Browser Window

Click on a button for more help with changing the layout of the Browser window.

- How to resize the categories list
- How to hide and display category icons
- How to resize clipart previews
- How to display the file or picture name of clipart previews
- How to hide and display the info line
- How to keep the Browser window on top
- How to exit the Clipart Browser

■

How to resize the categories list

You can resize the category list by dragging the vertical bar to the left or to the right.

How to resize the category list

1. Position the mouse pointer over the vertical bar. The mouse pointer changes shape to a double bar with two arrows.
2. Press and hold down the left mouse button and drag the vertical bar left or right.
3. Release the mouse button.

The category list is resized accordingly.

■ Enlarging the category list reduces the preview area; reducing the category list enlarges the preview area.

See also:

- How to hide and display category icons

■

How to hide and display category icons

Each category has an associated icon. You can choose whether to hide or display this icon in the category list.

To hide and display category icons

1. Select **Preferences** from the **Options** menu. The **Preferences** dialog box will appear.
2. From the **Category Layout** group box check the **Show Category Icon** check box to display a relevant icon next to each category; clear this box to hide the category icons.
3. Click on **OK**.

- When you hide category icons you can view more categories without needing to scroll.
- Category icons will appear unless you specify otherwise.
- Settings in the **Preferences** dialog box are saved when you exit the Clipart Browser.

See also:

- **Preferences** dialog box

■

Resizing clipart previews

You can choose whether to display small or large clipart previews in the preview area.

How to resize clipart previews

1. Select **Preferences** from the **Options** menu. The **Preferences** dialog box will appear.
2. From the **Picture Preview** group box, select **Small (32 x 32 pixels)** to display small previews of each piece of clipart; select **Large (64 x 64 pixels)** to display large previews.
3. Click on **OK**.

■ More clipart previews appear in the preview area when small is selected, but the quality of the previews will be reduced and they will not have an identifying name.

■ Large previews appear unless you specify otherwise.

■ Settings in the **Preferences** dialog box are saved when you exit the Clipart Browser.

See also:

- **Preferences** dialog box

■

How to display the file or picture name of clipart previews

You can choose whether to display the file name or the picture name beneath clipart previews. These names may or may not be different.

How to display the file or picture names of clipart previews

1. Select **Preferences** from the **Options** menu. The **Preferences** dialog box will appear.
2. From the **Picture Preview** group box, select **File name** to display the file name under each preview, or select **Picture Name** to display an 8-letter descriptive name under each preview.
3. Click on **OK**.

■ You can edit the Picture name under each preview by selecting **Preview Text** from the **Edit** Menu, then entering a new name in the Preview text box.

■ You cannot display preview names for small clipart previews.

See also:

- **Preferences** dialog box
- How to rename a clipart preview

■

How to hide and display the info line

You can choose whether to hide or display the info line at the bottom of the Browser window. The info line displays hints and tips while you work.

How to hide or display the info line

Select **Info Line** from the **Options** menu. The command is checked when the info line appears.

■ The info line will appear unless you specify otherwise.

■

How to keep the Browser window on top

You can permanently display the Clipart Browser in front of any other window on your desktop. This is useful when dragging and dropping clipart into an application.

How to keep the Browser on top

Select **Always on Top** from the **Options** menu. The command is checked when the Browser window is on top.

■ When **Always on Top** is selected, the Help window may be hidden. Rearrange the desktop or minimize the Clipart Browser so that the Help window is visible.

■

How to exit the Clipart Browser

When you have finished with the Clipart Browser, you can exit.

How to exit the Clipart Browser

Do any of the following:

- Select **Exit** from the **Browse**r menu.
- Select **Close** from Clipart Browser's Control menu.
- Double click on the Clipart Browser's Control menu box.

The Clipart Browser window is removed from the desktop.

- If you opened the Clipart Browser from a IMSI application, you are returned to that application when you exit.
- The layout of the Browser window is saved when you exit.

Keyboard shortcut:

Alt F4

How to work with libraries

Click on a button for more help when working with libraries.

- How to open an existing library
- How to create a new library
- How to add categories to a library
- How to tidy up a library
- How to make a library read only
- How to save a library

■

How to open an existing library

You can locate and open an existing library from where you can select clipart to send to your applications.

How to open an existing library

1. Select **Open** from the **Browser** menu. The **Open** dialog box will appear.
2. From the **Drive** drop down list, select the disk drive where the library is located.
3. From the **Directory** list box, double-click the directory containing the library. Libraries in this directory are listed in the **Library (.lib)** list box.
4. Select the library you want to open by clicking on its filename in the **Library (.lib)** list box.
5. Click on **OK**. The library is opened in the Browser window, and its filename will appear in the window's title bar.

■ You can also open a library by double-clicking its file name, or by entering its filename in the **Library (.lib**) text box, then clicking on **OK**.

■ A large library may take a while to open. The info line indicates the progress of the open operation.

■ The Clipart Browser remembers the ten libraries that you have used most recently and lists them at the bottom of the **Browser** menu. You can select one of these libraries from the **Browser** menu and bypass the **Open** dialog box.

Keyboard Shortcut:

Ctrl O

See also:

- **Open** dialog box

■

How to create a new library

You can create a new library into which you can add clipart.

How to create a new library

1. Select **New** from the Browser **menu**. The **Create Empty Category** dialog box will appear.
2. Within the **Category Name** box enter a desired name for your empty category.
3. Within the **Associated Directory** box, enter a specified directory path to associate your new category to.

■ For more information on creating an empty category, refer to the See Also menu.

4. Click on **OK**.

■ The library present in the Browser before selecting **New** will not be saved automatically. Select **Yes** or **No** from the **Save Changes** message box. If wish to abort the **New** command, select **Cancel**.

Keyboard Shortcut:

Ctrl N

See Also:

- How to create an empty category

How to add categories to a library

You can add categories to a library under which you can add clipart previews.

How to add categories to a library

There are two types of category that you can add to a library, an empty category and a new category. Refer to the See Also menu for more information.

See also:

- How to create an empty category
- How to create a new category and import clipart into it

■

How to tidy up a library

You can tidy up a library to make it more orderly. Deleted previews and categories are removed from the library file. The library file is then reorganized on disk.

How to tidy up a library

1. Select **Tidy Up** from the **Options** menu. The **Tidy Up** dialog box will appear.
2. Select one of the following and click on **OK**.

- **Salvage Disk Space Only**
- **MOVE Clipart into category directory**
- **COPY Clipart into category directory**

See also:

- **Tidy Up** dialog box

■

How to make a library read only

You can make a library read only so that all of the editing commands are disabled except for commands in the **Preferences** dialog box.

■ If you wish to save a read only library that you have opened, you must save using the **Save as** command.

How to make a library read only

Select **Read Only** from the **Edit** menu. If the command is checked, the present library is read only.

■ The **Read Only** setting is remembered when you save a library.

See also:

- **Preferences** dialog box
- How to save a library

■

How to save a library

You can save a library to disk so that it can be re-opened for use at a later time.

Saving a new or existing library

1. Select **Save as** from the **Browser** menu. The **Save as** dialog box will appear.
2. From the **Drive** drop down list, select the disk drive where you want to save the library.
   - If necessary use the scroll bar to scroll through the list of drives.
3. From the **Directory** list box, double-click the directory in which you want save the library. Libraries in this directory are listed in the **Library (.lib)** list box.
4. Within the **Library (.lib)** text box enter a name for the library. If you are saving an existing library, delete the existing filename and enter a new one.
5. Click on **OK**. The library is saved as specified.

How to overwrite an existing library with the same name.

Select **Save** from the **Browser** menu.

Keyboard Shortcut:

Ctrl S

See also:

- **Save As** dialog box

■

How to work with categories

Click on a button for more help when working with categories.

- ■ How to select a category
- ■ How to create an empty category
- ■ How to create a new category and import clipart into it
- ■ How to import clipart into an existing category
- ■ How to add a single piece of clipart to category
- ■ How to drag and drop clipart from Windows File Manager
- ■ How to rename a category
- ■ How to remove a category

■

How to select a category

You need to select categories in order to remove them, display associated clipart and import clipart into them. There are two kinds of clipart categories. These are:

- Top level categories
- Sub-categories

How to select a top level category

Position the mouse pointer over a category in the category list and click the left mouse button.

Some top level categories have resident sub-categories. These are indicated by the icon which is present next to a top level category name.

How to select a sub-category

1. Position the mouse pointer over a top level category with indicated sub-categories and click the left mouse button.
2. Position the mouse pointer over a sub-category and click the left mouse button.

Keyboard Shortcuts:

Press	To
↓	Select the category above or below the current category.
PgUp/PgDn	Scroll the categories by one window then select the category at the top or bottom of the window.
Home	Select the first category in the list.
End	Select the last category in the list.
Enter	Displays sub-categories within a top level category.

How to create an empty category

You can create and add an empty category to the category list. You can then import any desired clipart into this empty category.

How to create an empty category

1. Select **Create Empty Category** from the **Category** menu. The **Create Empty Category** dialog box will appear.
2. Within the **Category Name** box enter a desired name for your empty category.

Defining the Associated Directory

Within the **Associated Directory** box, enter a specified directory path to associate your new category to.

Once you have specified an associated directory for a category and exited the **Create Empty Category** dialog box, the associated directory remains linked to that category until it is deleted. You **cannot** change the directory once it has been specified.

You then have to decide whether you want your empty category to be assigned as a top level category or as a sub-category

Assigning an empty category as a top level category

1. After entering the category name, check the **Top Level** check box at the bottom of the **Parent Category (optional)** list.
2. Click on **OK.**

Assigning an empty category as a sub-category

1. After entering the category name, check the **Has Parent** check box at the bottom of the **Parent Category** list.
2. Select a category from the **Parent Category (optional)** list box to parent your sub-category and click on **OK.**

If there are no categories present within the **Parent Category** list box, you will have to create an empty top level category.

See also:

Create Empty Category dialog box

How to create a new category and import clipart into it

How to create a new category and import clipart into it

You can create a new category and add clipart to the new category by searching through selected directories.

How to create a new category and import clipart into it

1. Select **Add Directory** from the **Category** menu. The **Add Directory** submenu will appear.
2. Select **As Top Level Category**. The **Import Into New Category** dialog box will appear.

Directory Selector tab card

1. From the **Drive** drop down list, select the disk drive that contains the clipart you want to import.

If necessary use the scroll bar to scroll through the list of drives.

2. Select **All Directories** or **Selected Only**
3. If the **Selected Only** option is chosen, select each directory by checking the box preceding the directory name.

The current directory's files appear in the **File** list box.

Once you have completed the above, select the **Options** tab card.

Options dialog box

1. Specify the clipart format(s) for which you want to search by checking the relevant boxes in the **Format** group box. Selected formats will be imported.

By default all of the clipart file types are search enabled.

2. Within the **Directory to Category Mapping** group box, check the **Including SubDirectories** box if you wish to search subdirectories and select one of the following:

All in One Category

Top Level Categories

Turn Sub-Director(y,ies) into Sub-Categor(y,ies)

Once you are satisfied that you have made the necessary changes, click on **OK** to start the searching process.

An extensive search may take a while to complete.

Press **Escape** to cancel the search at any time.

See also:

Import Into New Category dialog box

How to import clipart into an existing category

You can import clipart into an existing category by searching through selected directories.

How to import clipart into an existing category

1. Select **Add Directory** from the **Category** menu. The **Add Directory** submenu will appear.
2. Select **To <selected category>** . The **Import Into Existing Category** dialog box will appear.

Directory Selector tab card

1. From the **Drive** drop down list, select the disk drive that contains the clipart you want to import.

If necessary use the scroll bar to scroll through the list of drives.

2. Select **All Directories** or **Selected Only**
3. If the **Selected Only** option is chosen, select each directory by checking the box preceding the directory name.

The current directory's files appear in the **File** list box.

Once you have completed the above, select the **Options** tab card.

Options dialog box

1. Specify the clipart format(s) for which you want to search by checking the relevant boxes in the **Format** group box.

By default all of the clipart file types are search enabled.

2. Within the **Directory to Category Mapping** group box, check the **Including SubDirectories** box if you wish to search subdirectories and select one of the following:

All in One Category

Turn Subdirector(y,ies) into Sub-Categor(y,ies)

Once you are satisfied that you have made the necessary changes, click on **OK** to start the searching process.

An extensive search may take a while to complete.

Press **Escape** to cancel the search at any time.

See also:

Import Into Existing Category dialog box

How to add a single piece of clipart to a category

You can add single pieces of clipart to a selected category.

How to add a single piece of clipart to a category

1. Select **Add Clipart File** from the **Category** menu. The **Add Clipart File** dialog box will appear.
2. From the **Drive** drop down list, select the disk drive that contains the clipart you want to add.

If necessary use the scroll bar to scroll through the list of drives.

3. From the **Directory** list box, double-click the directory that contains the clipart you want to add.
4. From the **File** list box, select the clipart file that you want to add. If you want to select more than one clipart file, click while pressing **Shift**. If you want to select all of the clipart files present in the **File** list box, click on the **Select All** button.
5. To view the selected clipart, click on the **Preview** button.

If you have selected more that one clipart file, after clicking on the **Preview** button, it will change to **Preview Next**. Click on this button to preview the rest of the selected clipart files.

6. If you wish to add the selected clipart file(s) to the selected category, click on **Add**.

If you wish to add the selected clipart without previewing, click on **Add** after you have selected your clipart file(s).

7. If you do not wish to add your selected clipart file(s), but remove them from the preview window, click on **Deselect**.

See also:

Add Clipart File dialog box

How to select a category

How to drag and drop clipart from Windows File Manager

Before attempting this method of moving clipart, make sure the Clipart Browser is on top and you have selected a category. If you do not know how to do this, refer to the See Also menu.

How to drag and drop clipart into a category from Windows File Manager

1. Select File Manager in the regular way, i.e. use the **Alt-Tab** combination to select Program Manager and then File Manager.
2. From the top drive bar select the drive that contains the clipart.
3. From the right window select the directory and/or sub-director(y,ies) that contain the clipart files.
4. Press and hold the left mouse button on the clipart file of your choice.
5. Move the mouse pointer into the Clipart preview area and release the mouse button.

If your selected category is empty, when you copy a clipart file, that clipart preview will become the category icon.

See also:

How to keep the Browser window on top

How to select a category

How to rename a category

You can rename a category with another name of your choice.

How to rename a category

1 Select the category that you wish to rename.

2. Select **Category Text** from the **Edit** menu.
3. Delete the category name present in the Category text box at the bottom of the Browser window and enter your new category name containing up to a maximum of 40 characters.
4. Click on the **Check** icon if you wish to accept the new name or click on the **Cross** icon to revert back to the original name. You can also accept the new name by pressing **Enter**.

How to remove a category

How to remove a category

1. Select the category that you wish to remove.
2. Select **Remove** from the **Edit** menu.
3. A Clipart Browser message box will appear asking you whether it is **OK to delete the entire category?**
4. Click on **Yes** or **No**.

Keyboard Shortcut:

Alt Delete

How to work with clipart

Click on a button for more help when working with clipart.

How to select clipart

How to move clipart to a different category

How to copy clipart to a different category

How to remove clipart from a category

How to rename clipart

How to select clipart

How to select a piece of clipart

Position the mouse pointer over a clipart preview in the Preview area and click the left mouse button.

The frame around the clipart preview will darken indicating that the preview is selected.

Selecting a range of clipart

1. Select the piece of clipart which will start the range.
2. While keeping the **Shift** key pressed, select the last piece of clipart that you want to be in the range.

All of the clipart, including the start and end previews, will now be selected.

Selecting more than one piece of clipart

1. Select a piece of clipart.
2. While pressing **Ctrl**, select any other pieces of clipart.

Selecting all of the clipart within the Browser window

Choose **Select All Images** from the **Edit** menu

All clipart within the Preview area will now be selected.

Clearing a selection of clipart

Select **Clear Images** from the **Edit** menu.

All clipart within the Preview area will now be canceled.

Keyboard Shortcuts:

Press	To
↓	Select the clipart above and below the current clipart.
←→	Select the clipart to the left or right of the current preview.
PgUp/PgDn	Select the first and last piece of clipart in the Preview area.
Home	Select the first piece of clipart in the current category.
End	Select the last piece of clipart in the current category.
Shift Home	Select all clipart from the currently selected clipart to the first piece in the current category.
Shift End	Select all clipart from the currently selected clipart to the last piece in the current category.

How to move clipart to another category

You can move clipart to another category using two methods.

How to move clipart to another category

Dragging and dropping

1. Select the clipart preview(s) that you want to move while pressing the **Shift** key.
2. Keeping the **Shift** key and the left mouse button depressed, move the mouse pointer over the category that you want to move the clipart to.
3. Release the mouse button and **Shift** key when over the category.

Using the Move/Copy Preview(s) command

1. Select the clipart preview(s) that you want to move.
2. Select **Move/Copy Preview(s)** from the **Edit** menu. The **Move/Copy Preview(s)** dialog box will appear.
3. Select a category from the **Move Previews to Category** list. You can also enter the name of a category within the category name box above the **Category** list.
4. Check the **Move** check box at the bottom of the **Category** list and click on **OK**.

See also:

Move/Copy Previews dialog box

How to copy clipart to another category

You can copy clipart to another category using two methods.

How to copy clipart to another category

Dragging and dropping

1. Select the clipart preview(s) that you want to copy while pressing the **Ctrl** key.
2. Keeping the **Ctrl** key and the left mouse button depressed, move the mouse pointer over the category that you want to copy the clipart to.
3. Release the mouse button and **Ctrl** key when over the category.

Using the Move/Copy Preview(s) command

1. Select the clipart preview(s) that you want to copy.
2. Select **Move/Copy Preview(s)** from the **Edit** menu. The **Move/Copy Preview(s)** dialog box will appear.
3. Select a category from the **Move Previews to Category** list. You can also enter the name of a category within the category name box above the **Category** list.
4. Check the **Copy** check box at the bottom of the **Category** list and click on **OK**.

See also:

Move/Copy Previews dialog box

How to remove clipart from a category

How to remove clipart from a category

1. Select the clipart preview that you wish to remove.
2. Select **Remove** from the **Edit** menu. The **Confirm** dialog box will appear asking **Do you wish to delete these previews?**
3. Click on **OK** or **CANCEL**.

You may wish to delete the clipart preview from your disk as well. Before clicking on **OK**, check the **Delete Clipart file from your disk?** check box.

Keyboard Shortcut:

Alt Delete

See also:

Confirm dialog box

How to rename a clipart preview

You can rename a piece of clipart with another name of your choice.

How to rename a selected clipart preview

1 Select the clipart preview that you wish to rename.

2. Select **Preview Text** from the **Edit** menu.

3. Delete the clipart preview name present in the Preview text box at the bottom of the Browser window and enter your new preview name containing up to a maximum of 8 characters.

4. Click on the **Check** icon if you wish to accept the new name or click on the **Cross** icon to revert back to the original name. You can also accept the new name by pressing **Enter**

How to send clipart to an application

Click on a button for more help when sending clipart to an application.

How to drag and drop clipart into an application

How to copy and paste clipart into an application

How to copy clipart into an application using the popup menu

How to drag and drop clipart into an application

Before attempting this method of moving clipart, make sure the Clipart Browser window is on top. If do not know how to do this, refer to the See Also menu.

How to drag and drop clipart into an application

1. Press and hold down the left mouse button on the clipart file of your choice.
2. Move the mouse pointer into the application window, position the hand icon where you want the clipart to be dropped and release the mouse button.

Some applications do not let you drag and drop clipart into them, e.g. Microsoft Word; you must use the **Copy to Clipboard** command to put clipart in these applications.

See also:

How to keep the Browser window on top

How to copy and paste clipart into an application

You can copy and paste clipart into an application using the Clipboard.

How to copy and paste clipart into an application using the Clipboard.

1. Select the clipart preview of your choice.
2. Select **Copy to Clipboard** from the **Edit** menu.

After a few moments, the clipart preview will appear in the Clipboard window.

Pasting from the Clipboard

While in the application of your choice, select the **Paste** command. The **Paste** command is usually located in the **Edit** menu.

You can also copy clipart previews into the Clipboard from the popup menu. Please refer to the See Also menu.

Keyboard Shortcut:

Ctrl C

See also:

How to copy clipart into an application using the popup menu

How to copy clipart into an application using the popup menu

You can copy clipart into an active application of your choice using the popup menu.

How to copy clipart into an application using the popup menu

1 Double-click the left mouse button on the clipart preview that you want to send.

2. Select an application from the popup menu.

The piece of clipart will be sent to your desired application.

If you run the Clipart Browser from a IMSI application, when you double-click on a clipart preview, it will copied straight into the application without accessing the popup menu.

Keyboard Shortcut:

Press **Enter** to display the popup menu.

See also:

How to copy and paste clipart into an application

Menus

Click on a button to see a list of menu commands.

Browser menu
Edit menu
Category menu
Options menu
Help menu

Browser menu

Browser menu

New
Open
Save
Save As
Exit
Recent Files

Browser menu: New

Select **New** to create a new library. The Clipart Browser is cleared and a new untitled library is opened in the Browser window.

You can now add categories to your new library.

Keyboard Shortcut:

Ctrl N

See also:

How to Create a new library

Browser menu: Open

Select **Open** to open an existing library. The **Open** dialog box will appear.

Select the library that you want to open and click on **OK**. After a few moments the selected library will appear in the Browser window.

You can open a recently used library by selecting its name from the bottom of the **Browser** menu.

Keyboard Shortcuts:

Ctrl O

See also:

Open dialog box

How to Open an existing library

Browser Menu: Save

Select **Save** to save the library in the Browser window with its current filename. If the library is untitled, the **Save As** dialog box will appear. Choose a drive and directory in which to save the library and enter a filename. The library remains within the Clipart Browser window for further editing.

Keyboard Shortcut

Ctrl S

See also:

- **Save As** dialog box
- How to Save a library

Browser menu: Save As

Select **Save As** to name a new library or to save the current library under a different filename. The **Save As** dialog box will appear.

Choose a drive and directory in which to save the library and enter a filename.

See also:

Save As dialog box

How to save a library

Edit menu: Select All Images

Select **Select All Images** to select all the clipart in the current category.

See also:

How to select clipart

Edit menu: Clear Selection

Select **Clear Selection** to cancel all clipart in the current category.

See also:

How to select clipart

Browser menu: Exit

Select **Exit** to close the Clipart Browser.

Keyboard Shortcut:
Alt F4

See also:

How to exit the Clipart Browser

Browser menu: Recent files

The last ten libraries used within the Clipart Browser are listed at the bottom of the **Browser** menu. Select the library that you want to open.

After a few moments the selected library will appear in the Browser window.

Keyboard Shortcut:

Alt 0 to **Alt 10**

See also:

How to open an existing library

Edit menu

Edit menu

Category Text
Preview Text
Copy Clipboard
Select All Images
Clear Selection
Remove
Move/Copy Preview(s)
Read Only

Edit menu: Category Text

Select **Category Text** to rename the selected category. The **Category text** box appears at the bottom of the Browser window. Edit the name wanted up to a maximum of 40 characters. The command is checked when selected.

See also:

How to rename a category

How to select a category

Edit menu: Preview Text

Select **Preview Text** to rename the selected clipart preview. The **Preview text** box appears at the bottom of the Browser window. Edit the name wanted up to a maximum of 8 characters. The command is checked when selected.

If the new name does not appear beneath the clipart preview, make sure that the **Picture Name** is selected in the **Preferences** dialog box.

See also:

- How to rename clipart
- How to select clipart
- **Preferences** dialog box

Edit menu: Copy Clipboard

Select **Copy Clipboard** to put the selected clipart on the Clipboard so that you can paste it into another application.

Some applications do not let you drag and drop clipart into them, e.g. Microsoft Word; you must use the **Copy Clipboard** command to put clipart in these applications.

Keyboard Shortcut:

Ctrl C

See also:

How to select clipart

How to copy and paste clipart

Edit Menu: Remove

Select **Remove** to delete the selected category or clipart preview from the Clipart Browser window and, if necessary, to delete the selected clipart from your hard disk.

Keyboard Shortcut:

Alt Delete

See also:

How to select a category
How to select clipart
How to remove a category
How to remove clipart from a category

Edit menu: Move/Copy Preview(s)

Select **Move/Copy Preview(s)** to move or copy the selected clipart preview(s) into a different category. The **Move/Copy Preview(s)** dialog box will appear. From this dialog box you can select the category into which you want to move or copy the clipart.

See also:

Move/Copy Preview(s) dialog box

How to select clipart

How to move clipart to a different category

How to copy clipart to a different category

Edit menu: Read Only

Select **Read Only** to make the current library a read only library. When a library is read only, this command is checked.

See also:

How to make a library read only

Category menu

Category menu

Create Empty Category

Add Directory

Add Clipart File

Category menu: Create Empty Category

Select **Create Empty Category** to display the **Create Empty Category** dialog box. From this dialog box you can form a new unnamed category into which you can copy or move clipart.

Keyboard Shortcut:

Alt Insert

See also:

Create Empty Category dialog box

How to create an empty category

Category menu: Add Directory

Select **Add Directory** to import clipart into a new top level category or into an existing category.

Depending on your selection either the **Import Into New Category** dialog box or the **Import Into Existing Category** dialog box will appear. From here you can select the clipart that you want to import.

See also:

Import Into New Category dialog box

Import Into Existing Category dialog box

How to create a new category and import clipart into it

How to import clipart into an existing category

Category menu: Add Clipart File

Select **Add Clipart File** to display the **Add clipart file** dialog box. From this dialog box you can import single or multiple clipart files into the selected category.

Keyboard Shortcut:

Insert

See also:

Add Clipart File dialog box

How to select a category

How to add a single piece of clipart to a category

Options menu

Options menu

Info Line

Always on Top

Tidy Up

Preferences

Options menu: Info Line

Select **Info Line** to display the info line at the bottom of the Browser window. The info line displays hints on how to use the Clipart Browser.

It also displays the name of the selected clipart preview and the associated directory of a selected category. The command is checked when the info line appears.

See also:

How to hide and display the info line

Options menu: Always on Top

Select **Always on Top** to permanently display the Clipart Browser in front of any other window on your desktop. This command is checked when the Browser is on top.

When **Always on Top** is selected, the Help window may be hidden. Rearrange the desktop or minimize the Clipart Browser so that the Help window is visible.

See also:

How to keep the Browser window on top

Options menu: Tidy Up

Select **Tidy Up** to display the **Tidy Up** library dialog box. From this dialog box you can:

- Salvage disk space.
- Salvage disk space and move clipart into the category directory.
- Salvage disk space and copy clipart into the category directory.

See also

Tidy Up Library dialog box

How to tidy up a library

Options menu: Preferences

Select **Preferences** to choose how the Clipart Browser displays previews and categories. The **Preferences** dialog box will appear. From this dialog box you can make your selection.

See also:

- **Preferences** dialog box
- How to hide and display category icons
- How to resize clipart previews
- How to display the file or picture name of clipart previews

Help menu

Help menu

Contents

About Browser

Help menu: Contents

Select **Contents** to display the contents of the Clipart Browser Help. You can then choose which part of the Clipart Browser you want Help on.

Keyboard Shortcut:
F1

Help menu: About Browser

Select **About Browser** to display the Clipart Browser billboard. This shows the version number of your copy of the Clipart Browser and a copyright notice.