Click the **Clip Art** tab to find drawings and other graphics for your documents.

Click the **Images** tab to find photographs, bitmaps, and scanned images.

Click the **Sounds** tab to find sound effects and music.

Click the **Motion Clips** tab to view videos, animated GIFs, and other animations.

Clips are organized into subject categories. To see the clips in a category, click the category you want in the list. To display all clips in the gallery, click **(All Categories)**. To select a clip, click it.

To insert the selected clip into your document, click **Insert**. To select a clip, click it.

To search for clips by keyword, category, or file type, click **Find**.

To select a clip, click it.

These are the keywords that have been assigned to the selected clip. If there are more keywords than you can see, click the text and then scroll to the right.

A keyword is a word that helps identify clips in the Gallery. Using the Find feature, you can type one or more keywords (or parts of them) to search for a specific clip or group of clips.

To change the keywords or add your own, click **Clip Properties**.

If you know the category of the clip, click the arrow to the right of the **Category** box, and in the list, click the category. When you click **Find Now**, the Clip Gallery displays all clips belonging to that category which also meet the other criteria you've specified.

In the **Keywords** box, type one or more keywords that are associated with the clip you're looking for.

For example, if you want to find a particular picture—or any picture—of an apple, type **apple**. The Clip Gallery will display any clips whose keywords *begin with* the word "apple." Click the other tabs to see other types of clips associated with that keyword. If you've selected **Find whole words only**, the Clip Gallery will only look for an *exact* match to what you've typed.

(Note these features work slightly differently for clips which originate in earlier Clip Gallery packages. **Find whole words only** is ignored for those clips, and what you're searching for can be anywhere in a keyword, not just at its start.)

If you want to find clips described by two or more keywords, type them all, separated by spaces. If you do use multiple keywords, clips have to contain *all of them* in order to be displayed.

For example, if you're only interested in clips containing pictures of both apples *and* oranges, type **apples oranges**. (If you haven't selected **Find whole words only**, you can type **apple orange** to the same effect.)

To repeat a recent search by keyword, click the arrow to the right of the **Keywords** box, and then click the one you want.

If you've selected **Find whole words only**, the Clip Gallery will search for clips containing the keywords you've entered in the **Keywords** box, looking for *exact matches* to those entries.

If you haven't selected **Find whole words only**, the Clip Gallery will search for clips whose keywords *begin with* the words you've entered in the **Keywords** box.

(Note these features work slightly differently for clips which originate in earlier Clip Gallery packages. **Find whole words only** is ignored for those clips, and what you're searching for can be anywhere in a keyword, not just at its start.)

For example, if you haven't selected **Find whole words only** and do a keyword search for **cat**, you'll find clips which contain the keywords **cat**, **catalog**, and **cathedral**. (If you have older clips as well, you'll also find **scat**.) If you have selected **Find whole words only**, you'll only find clips which contain the keyword **cat**, exactly (again, except for older clips).

If you've searching for multiple keywords at a time, the setting of the **Find whole words only** check box applies to *all* the keywords you've entered.

If you know the clip type of the clip, click the arrow to the right of the **Clip Type** box, and in the list, click the type. When you click **Find Now**, the Clip Gallery displays all clips of that file type which also meet the other criteria you've specified.

To repeat a recent search by clip type, click the arrow to the right of the **Clip Type** box, and then click the one you want.

To reset the options to their defaults, click **Reset**. The default for **Keywords** is **(All Keywords)**; for **Categories** it is **(All Categories)**; and for **Clip Type** it is **(All Types)**.

When the **Keywords**, **Categories**, and **Clip Type** boxes contain the search criteria you want, click **Find Now** to find the clip.

In the **Keywords** box, type one or more keywords for the clip, and then click **OK**. For multiple keywords, type a character space or comma between each one to separate them.

A keyword is a word of your choosing that helps identify clips in the Gallery. Once you've entered one or more keywords for a clip in the Clip Properties dialog, you can use the Find feature at a later time to retrieve it, along with other clips that share the same keywords.

If the **Keywords** option is disabled, you cannot change the keywords for this clip. It is part of a read-only Clip Gallery database.

To add a clip to a category, select the check box next to the category.

To remove a clip from a category, clear the check box for that category. To add a new category, click **New Category**.

If the **Categories** options and the **New Category** button are disabled, you cannot change or add categories for this clip. It is part of a read-only Clip Gallery database.

If you do not want to add the displayed clip to the Clip Gallery, click **Skip This Clip**.

To add a new category, click **New Category**.

To add a new category, click **New Category**.

If the **New Category** button is disabled, you cannot add a new category for this clip. It is part of a read-only Clip Gallery database.

To add all the selected clips to the same categories, click the category names, and then select the **Add All Clips To The Selected Categories** check box.

To add clips to the Clip Gallery, click **Import Clips**.

To view the properties of the selected clip, or change its categories or keywords, click **Clip Properties**.

To add, rename, or delete categories on this tab, click **Edit Categories**.

To delete or rename a category, click its name, and then click **Delete Category** or **Rename Category**.

To delete a category from the selected tab, click its name, and then click **Delete Category**. Previews for clips existing only in the deleted category are removed from the Clip Gallery. Deleting a category does not remove the clip files from your hard disk.

If the **Delete Category** button is disabled, you cannot delete this category. It is part of a read-only Clip Gallery database.

To give a category a different name, click its name, and then click **Rename Category**.

If the **Rename Category** button is disabled, you cannot rename this category. It is part of a read-only Clip Gallery database.

To update the previews of clips in the Clip Gallery, click **Update All**.

Updating allows you to remove previews for clips that have been deleted from your hard drive, update previews of clip files that have changed, specify the new location of clip files that have been moved from one folder to another, and remove duplicate previews.

If any clips were added to the Clip Gallery from a network drive, and the **Network Drives** check box has a check mark, the Clip Gallery updates the previews by checking the clip files on the network. The files must be in the same location as when they were added to the Clip Gallery.

If any clips were added to the Clip Gallery from a floppy or CD-ROM drive, and the **Removable Disks** check box has a check mark, the Clip Gallery prompts you to insert each disk to update those previews.

While updating the previews, the Clip Gallery can't find the clip file shown in this dialog box. If the file has moved, you can specify its new location by clicking **Update Location**.

Then in the future, the Clip Gallery will look in the new folder for this file and any others that you moved there from the original folder.

While updating the previews, the Clip Gallery can't find the clip file shown. To skip updating the preview for this clip file, click **Skip This File**.

While updating the previews, the Clip Gallery can't find the clip file shown. To remove this preview and all other previews of missing clip files in the same folder from the Clip Gallery, click **Remove Previews**.

While updating the previews, the Clip Gallery can't find the clip file shown. To remove this preview and all other previews of missing clip files on the same disk from the Clip Gallery, click **Remove Previews**.

The Clip Gallery can't find this clip file. To remove its preview, click **Remove Preview**.

While updating the previews, the Clip Gallery can't find the clip file shown. To skip updating previews of clip files on the same disk, click **Skip This Disk**.

To enlarge clip previews for better viewing, select the **Magnify** check box.

To display previews at their normal size again, clear the **Magnify** check box.

To play the selected sound or motion clip, click **Play**.

To stop play, press ESC. You may also see a **Stop** icon in the player window, or the **Play** button might change to **Stop Playing**. You can also use either of these options, if available, to stop playing the clip.

To import clips from Clip Gallery Live (a special Microsoft site on the Web), click here.

To use this feature, you need access to the World Wide Web (for example, through the Microsoft Network), and a Web browser (such as Microsoft Internet Explorer).

To see the Clip Gallery 4.0 Help Contents, click **Help**.

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 **Cancel**.

To close the Clip Gallery without inserting the selected clip into your document, click **Close**.