

Add an image or clip art to your document

Depending on which program you're using, different tabs appear at the top of the Clip Gallery when you open it. If the **Clip Art** or **Images** tab appears, you can use this procedure to add clip art or an image to your document. Clip art is also known as "draw" or "vector-type" artwork; images includes bitmaps, scanned images, and photographs.

If you don't see either of these tabs, refer to your program's "Insert" menu for a command which will allow you to add these media types to your document.

- 1** To insert clip art, click the **Clip Art** tab.
-Or-
To insert an image (photograph, bitmap, or scanned image), click the **Images** tab.
- 2** In the list of categories, click the category you want.
- 3** Scroll through the gallery of images and clip art and double-click the one you want.
-Or-
To quickly find a specific clip, click **Find** and choose the options you want. Then double-click the image or clip art to add it to your document.

What's the difference between clip art and images? explains the difference between the two tabs in more detail.

Add a sound clip to your document

Depending on which program you're using, different tabs appear at the top of the Clip Gallery when you open it. If the **Sounds** tab appears, you can use this procedure to add a sound clip to your document.

- 1** Click the **Sounds** tab.
- 2** In the list of categories, click the category you want.
- 3** Scroll through the gallery of sound clips to find the one you want.
-Or-
To quickly find a specific clip, click **Find** and choose the options you want.
- 4** To listen to a sound before you insert it, click it, and then click **Play**.
To stop play, press ESC.
- 5** To insert the sound clip into your document, double-click it.

Add a motion clip to your document

Depending on which program you're using, different tabs appear at the top of the Clip Gallery when you open it. If the **Motion Clips** tab appears, you can use this procedure to add a video clip, animation, or animated GIF to your document.

- 1** Click the **Motion Clips** tab.
- 2** In the list of categories, click the category you want.
- 3** Scroll through the gallery of clips to find the one you want.
-Or-
To quickly find a specific clip, click **Find** and choose the options you want.
- 4** To view a clip before you insert it, click it, and then click **Play**.
To stop play, press ESC.
- 5** To insert the clip into your document, double-click it.

Replace one image or clip art in your document with another

Depending on which program you're using, different tabs appear at the top of the Clip Gallery when you open it. If the **Clip Art** or **Images** tab appears, you can use this procedure to replace an image or clip art in your document.

(If you don't see either of these tabs, refer to your program's "Insert" menu for a command allowing you to do this.)

- 1** In your document, click the clip art or image to select it and open the Clip Gallery. -Or-
- 2** Use the right mouse button to select the clip art or image if it was originally inserted by the Clip Gallery. The program will provide a "Replace Clip Art" command or something similar you can then choose. -Or-
- 3** Combine steps 1 and 2 by double-clicking the clip art or image to launch the Clip Gallery with that clip already selected.
- 4** To replace the selection with clip art, click the **Clip Art** tab. To replace the selection with an image (photograph, bitmap, or scanned image), click the **Images** tab.
- 5** In the list of categories, click the category you want.
- 6** Scroll through the gallery of images and clip art and double-click the one you want, or to quickly find a specific clip, click **Find** and choose the options you want. Then double-click the image or clip art to add it to your document.

Replace one sound clip in your document with another

Depending on which program you're using, different tabs appear at the top of the Clip Gallery when you open it. If the **Sounds** tab appears, you can use this procedure to replace a sound clip in your document.

- 1** In your document, click the sound clip to select it.
- 2** Open the Clip Gallery.
- 3** Click the **Sounds** tab.
- 4** In the list of categories, click the category you want.
- 5** Scroll through the gallery of sound clips to find the one you want.
-Or-
To quickly find a specific clip, click **Find** and choose the options you want.
- 6** To listen to a sound before you insert it, click it, and then click **Play**.
To stop play, press ESC.
- 7** To insert the sound clip into your document, double-click it.

Replace one motion clip in your document with another

Depending on which program you're using, different tabs appear at the top of the Clip Gallery when you open it. If the **Motion Clips** tab appears, you can use this procedure to replace a video clip, animation, or animated GIF in your document.

- 1** In your document, click the video clip or animation to select it.
- 2** Open the Clip Gallery.
- 3** Click the **Motion Clips** tab.
- 4** In the list of categories, click the category you want.
- 5** Scroll through the gallery of clips to find the one you want.
-Or-
To quickly find a specific clip, click **Find** and choose the options you want.
- 6** To view a video clip or animation before you insert it, click its preview, and then click **Play**.
To stop play, press ESC.
- 7** To insert the clip into your document, double-click it.

Import clips into the Clip Gallery

1 Click **Import Clips**.

2 Click the files you want to import.

To import more than one file, hold down CTRL as you click the files you want.

If you don't see the files you want, switch to the folder and drive that contains the files.

 How?

3 Click **Open**.

4 Under **Categories**, click as many categories for the clip as you want. Selecting multiple categories will not consume extra hard disk space.

You can also type in words describing the clip. This will be helpful later on when you want to locate clips quickly by searching for them by keyword.

5 Click **OK**. The files will be imported into the Clip Gallery and added automatically to the appropriate tabs.

6 Repeat steps 5 and 6 for each clip you add.


-Or-

Select the **Add All Clips To The Selected Categories** check box, and then click **OK**. The remainder of the clips will be added to the categories you chose.

7 Click **Close**.

Import clip packages into the Clip Gallery

A clip package is a collection of clips with keywords, categories, and previews already defined.

- 1 Click **Import Clips**.
 - 2 Click the mouse in the **Files Of Type** box, scroll to the bottom of the list, and then click **Clip Gallery Packages**.
 - 3 Click the package you want to import.
 - 4 If you don't see the package you want, switch to the folder and drive that contains the file.
-  How?
- 5 Click **Open**.
 - 6 Repeat steps 2 through 5 for each additional package you want to import.
 - 7 To see the new clip previews, click **Close**, and then open the Clip Gallery again.

Find a specific clip in the Clip Gallery

- 1 Click the tab for the type of clip you want to find.
- 2 Click **Find**.
- 3 In the **Find** dialog box, several options let you specify how you want to look for clips:
 - by one or more keywords, with the option of looking for either exact or "starts with" matches
 - by category
 - by clip type
- 4 Click **Find Now**. The Clip Gallery will find all the clips that meet the criteria you entered. The Clip Gallery also saves the results of this search in the special category, (Results of last find).
- 5 To see the results for another type of clip, click its tab.
- 6 To see all your clips again, click **(All Categories)** in the list of categories.
- 7 If **Find** isn't finding what you want, see [What if I can't find the clip I'm looking for?](#) For some hints on how to improve your searches.

Update clip previews

When you update, the Clip Gallery looks for any clip files that have been deleted, changed, or moved, and then updates the previews in the Gallery.

The **Update** dialog box is displayed automatically when you try to insert or play a clip that has been moved or deleted. You can also update previews manually.

To manually update clip previews:

- 1** With the right mouse button, click any clip to select it, and then click **Update Clip Previews**.
- 2** To update other drives in addition to your hard drive, in the bottom of the dialog box, click the drive(s) you want.
- 3** Click **Update All**.
The Clip Gallery updates all previews, not just the one you've clicked on.
- 4** If the Clip Gallery finds a clip whose file has been deleted from your disk or moved to a different folder, another **Update** dialog box is displayed. You can either:
Click **Remove Previews** to remove all previews for clip files in this folder that have been deleted.
-Or-
Click **Skip This File** to leave the preview in the Clip Gallery.
-Or-
Click **Update Location** and then click the folder or drive that the file has been moved to.



How do I switch to another folder or drive?

If you added clips from a compact disc or floppy disk, the Clip Gallery will ask you to insert the disk.

Delete a clip preview

Follow this procedure if you want to delete a clip's preview from the Clip Gallery to save space. Each clip preview takes a few kilobytes of space in the Gallery.

- 1** Click the tab for the type of clip you want to delete.
- 2** In the list of categories, click the category you want.
- 3** Scroll through the gallery of clips until you see the one you want to delete.
-Or-
To quickly find a specific clip, click **Find** and choose the options you want. Then click the preview you want to delete.
- 4** Press DELETE.
If you get a message that this clip is marked "read-only" or is in use by someone else, you cannot delete it. It is part of a shared or read-only Clip Gallery database. In this case, the procedure ends here.
- 5** Click **Yes**.
The preview is deleted from the Clip Gallery, but the clip art, image, sound, video, or animation file remains on your hard disk.
To add the deleted clip to the Clip Gallery again, click **Import Clips**.

Add a clip to a new category

Adding a clip to a new category only involves changing the clip's properties. No extra copies of the clip are created, even if it has multiple categories.

1 Find the clip which you want to add to the new category, select it, and then click **Clip Properties**.

2 In the dialog box, choose the options you want.

If the **Categories** and **New Category** options are not available, you cannot make changes to this clip. It is part of a shared read-only Clip Gallery database. In this case, the procedure ends here.

3 Click **OK**.

Change the keywords of a clip

1 Find the clip whose keywords you want to change, select it, and then click **Clip Properties**.

2 In the dialog box, choose the options you want.

If the **Keywords** options is not available, you cannot make changes to this clip. It is part of a shared read-only Clip Gallery database. In this case, the procedure ends here.

3 Click **OK**.

Delete a Clip Gallery category

- 1** Click the tab that you want to delete a category from.
- 2** In the list of categories, click the category you want to delete.
- 3** Press DELETE.

If you get a message that this category is marked "read-only" or is in use by someone else, you cannot delete it. It is part of a shared read-only Clip Gallery database. In this case, the procedure ends here.

- 4** Click **Yes**.

The category is only removed from the list on the displayed tab, along with any previews belonging solely to that category.

Rename a Clip Gallery category

- 1 With the right mouse button, click the name of the category and then click **Rename Category**.

If the **Rename Category** command is disabled, you cannot rename this category. It is part of a read-only Clip Gallery database. In this case, the procedure ends here.

- 2 Type a new name for the category.

- 3 Click **OK**.

Add a new Clip Gallery category

- 1** Click the tab that you want to add a new category to.
- 2** With the right mouse button, click the list of categories, and then click **New Category**.
- 3** Type a name for the new category.
- 4** Click **OK**.

The new category appears only in the list on the displayed tab.

Rename, delete, or add more than one Clip Gallery category at a time

1 Click **Edit Categories**.

2 Choose the options you want.

If the **Delete Category** or **Rename Category** command is not available, you cannot delete or rename the selected category. It is part of a shared read-only Clip Gallery database. In this case, the procedure ends here.

3 When you've finished, click **Close**.

Play a sound clip in the Clip Gallery

- 1** Click the **Sounds** tab.
- 2** In the list of categories, click the category you want.
- 3** Scroll through the gallery of sounds and click the one you want.
-Or-
To quickly find a specific clip, click **Find** and choose the options you want. Then click the sound you want.
- 4** Click **Play**.
- 5** To stop play, press ESC.

Play a motion clip in the Clip Gallery

- 1 Click the **Motion Clips** tab.
- 2 In the list of categories, click the category you want.
- 3 Scroll through the gallery of clips and click the one you want.
-Or-
To quickly find a specific clip, click **Find** and choose the options you want. Then click the video clip, animation, or animated GIF you want.
- 4 Click **Play**.
- 5 To stop play, press ESC.

Make clip previews larger

This procedure doesn't apply to sound clips.

- 1** Click the **Clip Art**, **Images**, or **Motion clips** tab.
- 2** Select the **Magnify** check box.

Now when you click a preview, it will be enlarged for better viewing.

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

Import clips from Clip Gallery Live into the Clip Gallery

You can follow this procedure only if you have both of the following:

- Access to the World Wide Web (for example, through the Microsoft Network)
- A Web browser (such as Microsoft Internet Explorer)

To connect to Clip Gallery Live:

- Click the **Clips from Web** button. It has an icon that looks like this:



- Once you're connected to Clip Gallery Live, you can find, preview, and download clips. Previews for the clips will be automatically added to the appropriate tab in the Clip Gallery and assigned to the proper categories. They will also be added to the special category, (**Downloaded Clips**), which is automatically created the first time you download clips from Clip Gallery Live.

Note: In some situations, the Clip Gallery Live web site may ask if you want to Open or Save the clip file you're downloading. If it does, choose Open.

Switching to another folder or drive

- If you see the folder that you want to open, double-click it.
- If you don't see the folder that you want, scroll through the window.

-Or-

At the top of the dialog box, click the **Up One Level** button until you see the folder.



- If your file is on a floppy disk, click the arrow to the right of the **Look In** box, and then click **[A:]** or **[B:]**.
- If your file is on a compact disc, click the arrow to the right of the **Look In** box, and then click the letter for the CD-ROM drive.
- If your file is on a network drive, click the arrow to the right of the **Look In** box, and then click the letter for the network drive.

Clip Gallery databases

This topic is for network administrators only.

The Clip Gallery stores clip previews, keywords, and categories in Clip Gallery databases, which have a .cag file name extension. In ClipArt Gallery 2.0, users could view only one database (artgalry.cag). In Clip Gallery 3.0 and later versions, however, users can view additional databases in the Clip Gallery.

Clip Gallery databases can be stored on a user's hard disk, on a removable disk, or on a network (depending on the options chosen during setup of the program that the clips came with).

Usually there is at least one writeable Clip Gallery database, called the primary database, that is stored where the registry indicates. Under Windows 95, for example, that would typically be in C:\Program Files\Common Files\Microsoft Shared\Artgalry\Artgal40.cag. When a user imports a clip into the Clip Gallery, its preview is stored in this database.

To supplement the primary database on each user's computer, a network administrator can create a shared read-only Clip Gallery database and put it on a network to be shared by several users. Before a user can insert clips from a shared database into their document, however, the network administrator must configure the user's computer to access the shared database.



Creating a shared Clip Gallery database and configuring users' computers to access it

In the Clip Gallery, to find out which database a clip preview belongs to, click the preview, and then click **Clip Properties**. The full path to the database is listed next to **Previews in:**. If the path is too long to be seen in its entirety, click the text and then scroll to the right.

Only a network administrator can delete, add, or make changes to the clip previews, categories, or keywords of clips in a shared database.

Create a shared Clip Gallery database and configure users' computers to access it

This topic is for network administrators only.

Two basic steps must be taken before users can use a shared Clip Gallery database. The network administrator must first create a new shared Clip Gallery database (either from scratch or by using an existing .cag file), and then configure users' computers to access that database. This procedure covers those tasks.

- 1 To use the existing Artgal40.cag as a shared Clip Gallery database, go directly to step 8.

-Or-

To create a shared Clip Gallery database from scratch, in Windows Explorer open to the directory where Artgal40.cag exists. Under Windows 95, for example, that would typically be in C:\Program Files\Common Files\Microsoft Shared\Artgalry\Artgal40.cag.

- 2 With the right mouse button, click Artgal40.cag and then click **Rename**.
- 3 Type a new name for this file, such as Artgal40.old, to keep as a backup copy.
- 4 Open the Clip Gallery from within any program.
The Clip Gallery creates a new empty Artgal40.cag database file.
- 5 Create the categories for the shared database.



How?

- 6 Import the clips that you want to add to the shared database.

The clip files themselves must be stored on the network, so you need to import them from their network location into the Clip Gallery. (Note: When you're browsing to your files, be sure to use the Network Neighborhood; using mapped drives won't work properly in a shared environment.)



How?

- 7 In the Clip Gallery main window, click **Close**.
- 8 In Windows Explorer, copy this .cag file to a central location on the network.
The file is frequently put in the same folder as the clips it contains, but this is not required. The Clip Gallery database file contains the full network path of the clips.
- 9 Rename the file to something meaningful, such as bizclips.cag.
- 10 Mark the file as read-only.



How?

- 11 In order for a user on the network to view a shared database, the Clip Gallery on his or her computer must be configured to access that database. This can be done in either of the following ways:

- Have the user click **Import Clips**, switch to the network drive and folder that contains the shared Clip Gallery database, and then click the shared .cag file, and click **Open**. The user's computer is now configured to try to open that shared database every time the Clip Gallery is run.

-Or-

- You can run a .reg registration file on the user's computer. Several network administration tools are able to do this automatically, or you can mail the .reg file to the user and he or she can run it.
First, in the .reg file you create, type the following three lines of text:
REGEDIT4

```
[HKEY_LOCAL_MACHINE\Software\Microsoft\ClipArt
Gallery\3.0\ConcurrentDatabases\<MyDatabaseKey>]
"CAG"="<NetworkPath>"
```

MyDatabaseKey represents any unique name you want to give the database key (such as Corporate Clips).

NetworkPath represents the fully qualified network path of the database, with two backslashes between folder names (for example, "CAG"="J:\corporate\shared databases\clip art\bizclips.cag").

Do not type < > around the database name or network path; these brackets are used here to indicate a variable text string.

ConcurrentDatabases are databases other than the primary writeable .cag database.

After creating the .reg file, run it on the user's computer.

Add new categories to a Clip Gallery database

- 1** Click the tab that you want to add a new category to.
- 2** Click **Edit Categories**.
- 3** Click **New Category**.
- 4** Type a name for the new category.
- 5** Click **OK**.
The new category will appear only in the list on the displayed tab.
- 6** Repeat steps 3 through 5 for each category you want to create on that tab.
- 7** Click **Close**.
- 8** To add new categories for another type of clip, repeat steps 1 through 7.

Import clips from a network into a Clip Gallery database

- 1** At the bottom of the Clip Gallery window, click **Import Clips**.
- 2** Switch to the network drive and folder that contains the files you want.
- 3** Click the files you want to import.
To import more than one file, hold down CTRL as you click the files you want.
- 4** Click **Open**.
- 5** Under **Categories**, click as many categories for the clip as you want.
You can also type in words describing the clip. This will be helpful later on when users want to locate clips quickly by searching for them by keyword.
- 6** Click **OK**.
- 7** Repeat steps 5 and 6 for each clip you add.
-Or-
Select the **Add All Clips To The Selected Categories** check box, and then click **OK**. The remainder of the clips will be added to the categories you chose. If you choose this option, you cannot specify keywords for the clips.
- 8** Click **Close**.

Mark a file as read-only

This topic is for network administrators only.

- 1** In Windows Explorer, switch to the network drive and folder that contains the file.
- 2** With the right mouse button, click the file name, and then click **Properties**.
- 3** Under **Attributes**, select the **Read-only** check box.
- 4** Click **OK**.

Maintain a user's shared Clip Gallery database configuration

This topic is for network administrators only.

The Clip Gallery displays all the databases listed in the registry under
[HKEY_LOCAL_MACHINE\Software\Microsoft\ClipArt Gallery\3.0\ConcurrentDatabases\<MyDatabaseKey>]
"CAG"=<NetworkPath>

It also displays the primary writeable .cag database that is listed in the registry under
[HKEY_LOCAL_MACHINE\Software\Microsoft\ClipArt Gallery\2.0\Database]
"DATABASE"=<NetworkPath>

(The < > brackets are used here to indicate a variable text string.)

To remove or change the name or location of any database, use the Windows 95 regedit.exe Registration Editor tool (or regedt32.exe on Windows NT) to edit those registry keys.

Warning: Be careful to modify only the specified registry settings. Changing any other settings may cause problems on your computer.

What is the Clip Gallery?

The Clip Gallery is a tool for previewing and inserting clip art, images, sounds, and motion clips. You can also use the Clip Gallery to organize your clips by category or keyword so that it's easy to find the one you want.

You can add new clips to the Gallery from files on your disk, on a network, or by using Clip Gallery Live, a special Microsoft site on the Web.

What are clip properties?

Clip properties are all the pieces of information that categorize a particular clip. These include items that are not editable, such as the file name of the clip, its format, size, and where it's located. They also include items you can change, such as the keywords assigned to a clip and which categories it belongs to.

All these various properties, editable or not, can be viewed in the **Clip Properties** dialog. Select the clip and click the **Clip Properties** button, or click the right mouse button and select the **Clip Properties** menu command.

What are tabs and media types?

The Clip Gallery displays previews for the clips it contains on one of several tabbed pages. Each tab corresponds to a media type the Clip Gallery can handle.

The media types named on the tabs are **Clip art**, **Images**, **Sounds**, and **Motion clips** -- although in some cases you might not see all four of these. Older 16-bit applications in particular will not show the **Sounds** and **Motion clips** tabs, and some newer programs may not show the **Clip art** and **Images** tabs because they provide alternative mechanisms for letting you choose these types of clips.

For more detailed information on the file formats which comprise a particular media type, see [File formats the Clip Gallery can import](#).

You can click on a tab to view the previews of all clips belonging to that particular media type. When you select a tab with the mouse, it comes to the front to become the *frontmost* tab. This concept is important when adding new categories -- the new categories will only be added to the frontmost tab. You don't have to worry about which tab is frontmost when you're importing clips. The Clip Gallery does a "smart import" and automatically knows which tab to add the new clips to.

What is Clip Gallery Live?

Clip Gallery Live is a Web site containing additional clips that you can preview and download. If you download a clip file, it is added to your hard disk, and its previews, descriptive keywords, and categories will be automatically added to the Clip Gallery.

To use Clip Gallery Live, you must have both of the following:

- Access to the World Wide Web (for example, through the Microsoft Network)
- A Web browser (such as Microsoft Internet Explorer)

You can see further details of how to use Clip Gallery Live in the topic [Import clips from Clip Gallery Live into the Clip Gallery](#).

What's the advantage of adding clips to the Clip Gallery?

Clips that are in the Clip Gallery are more easily accessible than those that aren't. As you scroll through the Gallery, you can see what's available at a glance. If you're looking for a specific clip or type of clip, you can quickly narrow your search by looking in a likely category. Or you can use the Find feature to search for a clip by keyword.

On the other hand, if there's a clip that you won't be using much, there's no reason for it to take up space in the Clip Gallery. (Each clip preview takes a few kilobytes of space.) You can always add the clip to your document by using your program's Import command.

What is a motion clip?

The **Motion clips** tab contains video clips, animated GIFs, and other types of animated "movie" files. These are used most often in presentations, slide shows, Web pages, and other electronic documents.

The Clip Gallery can import and insert into your document videos, animated GIFs and animation clips with file formats that can be played by the Microsoft® Media Player (for example, those with file name extension .avi). The Clip Gallery does not support CD-ROM tracks, however.

To play video clips and animations in the Clip Gallery or in your document, you must have the appropriate drivers installed on your computer. Several of the more common drivers are installed automatically with Windows 95 and NT. If you're unable to play a clip, check with the provider of the clip to get the driver you need.

Animated GIFs are always playable within the Clip Gallery. They may or may not be playable in a document, depending on which program you're using.

File formats the Clip Gallery can import

The Clip Gallery can import and insert into your document the following types of files:

- Clip art: Draw-type (vector) images with file name extensions such as .cgm, .wmf, .cdr, .eps, .drw, .gif, and .wpg. (Note that most applications classify .gif files as bitmap images. We feel it makes more sense in the Clip Gallery to treat them as clip art.)
- Images: Bitmaps with file name extensions such as .bmp, .tif, .jpg, .pcd, .pcx
- Sounds: Sound files with file name extensions such as .wav and .mid
- Motion clips: Videos and animations, in file formats supported by the Microsoft® Media Player such as .avi, as well as animated GIFs

To play sound or video clips in the Clip Gallery or in your document, however, you must have the appropriate drivers installed on your computer. (Animated GIFs are the exception and will play just fine inside Clip Gallery. Other programs may or may not be able to play them in your document). Several of the more common drivers are installed automatically with Windows 95 and NT. If you're unable to play a clip, check with the provider of the clip to get the driver you need.

What's the difference between clip art and images?

The **Clip Art** tab contains previews of draw-type images that are created from a series of instructions telling the computer where to draw shapes, such as lines, curves, and boxes. These types of images are also called object-based or vector images and are created with a program such as Microsoft Draw. The Clip Gallery supports clip art file formats with the following file name extensions: .cgm, .wmf, .cdr, .eps, .drw, .gif, .wpg, among others. (Note that most applications classify .gif files as bitmap images. They're treated as clip art in the Clip Gallery because we feel it makes more sense to do so.)

The **Images** tab contains previews of digital photographs, scanned images, and other bitmaps. A bitmap (also called a paint-type or raster image) is made from a series of small dots, much like a piece of graph paper with certain squares filled in to form shapes and lines. Bitmaps are created with paint programs such as Microsoft Paint, or by scanning an image. The Clip Gallery supports picture file formats with the following filename extensions: .bmp, .tif, .jpg, .pcd, .pcx, among others.

To find out the file format of a selected image in the Clip Gallery, click the **Clip Properties** button or use the right mouse and choose the **Clip Properties** menu command.

What is a keyword?

A keyword is a descriptive word that helps you locate a specific clip in the Clip Gallery. Keywords are assigned to clips in the Gallery, either by the program supplying the clip, or by you as you add new clips to the Gallery. Each clip can have one or more keywords, or none at all.

You can search for a clip by clicking the **Find** button in the Clip Gallery window and typing in a keyword for the clip you're looking for. The Clip Gallery then finds and displays all clips that have that keyword assigned to them.

To see the keywords for a particular clip, change them, or add your own, select the clip and then click the **Clip Properties** button, or use the right mouse and choose the **Clip Properties** menu command.

What is the Update feature and when should I use it?

By updating the clip previews in the Clip Gallery, you:

- Remove previews for clips that have been deleted from your hard drive
- Update previews of files that have changed
- Specify the new location of clip files that have been moved from one folder to another
- Remove duplicate previews (unless they are part of a shared read-only Clip Gallery database)

The **Update** dialog box is displayed automatically when you try to insert or play a clip that has been moved or deleted. You can also update previews manually.

During the update process, the Clip Gallery checks the time stamps of all clip files and updates any out-of-date previews. If a clip file is missing, the Clip Gallery gives you the option to remove the preview, specify its new location if it has been moved, or leave it alone.

What if I can't add a particular image or clip art to my document?

- The file may be damaged. Try re-installing the clip art package or the program that contains the image file.
-Or-
- If you see the message "Unable to find a filter to match," the file may not have the correct extension. For example, a clip art file with the extension .CGM may not actually be in CGM format. You will also get this message if the file is in a file format that the Clip Gallery can't import.
-Or-
- Your graphics filters may be missing or not working properly. Try re-installing the program that contains the filters.

What if the Clip Gallery keeps closing unexpectedly?

Most likely, the Clip Gallery is closing on you because you're intending to select a specific clip prior to invoking a Clip Gallery operation on it, such as viewing its properties. However, rather than selecting the clip using a single click of the mouse, you've probably double clicked on it by mistake. Double clicking is a standard shortcut that selects a clip, inserts it into your document, and then closes the Clip Gallery. If you don't want to do that, make sure you've only clicked once.


The Clip Gallery will also open and close by itself if you're downloading clips from Clip Gallery Live and the Clip Gallery was not open at the time. To avoid this, have the Clip Gallery open before you start downloading.

What if I can't find the clip I'm looking for?

- 1 The simplest strategy for finding clips is to browse by categories. Click the tab for the type of clip you want to find and click the category you're interested in. You'll only see clips of that type which also belong to the category you've selected.
- 2 If that's too broad a range or you need more control over what you're looking for, click on the **Find** button. [Find a specific clip in the Clip Gallery](#) explains how to do that.
- 3 If **Find** still hasn't found the clip you're interested in, you can:
 - check the spelling of the keywords you've typed. You might have made a spelling error.
 - Try different keywords that express the same idea.

If you're not finding enough clips:

- Use fewer or more general keywords. The fewer keywords you use at a time, the greater the chance of finding clips that match your criteria.
- If there's a choice, use the shorter form of keywords rather than the longer. For example, if you're looking for information on cats, type **cat**. That way you'll find clips that match the keyword **cat** and also clips that match the keyword **cats**.
- Make sure **Find whole words only** isn't checked.
- If you have access to the World Wide Web and want a larger selection of clips to look through, you can also use Clip Gallery Live to connect to a special Microsoft site on the Web.

 [How?](#)

If you're finding too many clips:

- Use more specific keywords.
- Use more keywords at the same time (separating them with spaces or commas).
- Make sure **Find whole words only** is checked. This will restrict your search results to exact matches on all the keywords you enter. Note that entering **cat** as a keyword would not match **cats** in this case. (Otherwise it would match **cats** as well as **cathedrals**.)
- Try selecting specific media types or categories to search in.

What if I change my mind about adding a clip package to the Clip Gallery?

- If you're in the process of adding the package, click **Cancel**.
- Or-
- If you've already added the clips, delete the ones you don't want.

 How?

What if I can't delete or change the categories or keywords of a particular clip?

While your computer is connected to a network, you won't be able to make changes to clips that are part of a shared read-only Clip Gallery database. The command or option won't be available, or you'll get a message.

A shared database is a collection of clips stored on a single computer. Several people have access to these clips at the same time over the network. Everyone can insert these clips into their documents, but only the system administrator can delete, add, or make changes to the clip previews, categories, or keywords.

What if I can't delete or rename a particular category?

While your computer is connected to a network, you won't be able to make changes to categories that contain clips that are part of a shared read-only Clip Gallery database. The command or option won't be available, or you'll get a message.

A shared database is a collection of clips stored on a single computer. Several people have access to these clips at the same time over the network. Everyone can insert these clips into their documents, but only the system administrator can delete, add, or make changes to the clip previews, categories, or keywords.

What if I can't play a particular sound or motion clip?


To play sounds or motion clips in the Clip Gallery or in your document, you must have the appropriate drivers installed on your computer. Clip Gallery will automatically handle the case of animated GIFs. They may or may not be playable in a document, depending on which program you're using.

Several of the more common drivers are installed automatically with Windows 95 and NT. If you're unable to play a clip, check with the provider of the clip to get the driver you need.

What if I've moved a clip file and still want the Clip Gallery to be able to find it?

If you've moved one or more clip files on your hard disk from one folder to another, you can update the clip previews so that the Clip Gallery knows the new location of the moved files.

To specify the location of a clip file that was moved:

- 1 Click the tab for the type of clip that was moved.
- 2 Scroll through the gallery of clips to find the preview for the clip that was moved.
-Or-
If you know the file name of the clip, click **Find** and type its name in the **File name containing** box, and then click **Find Now**.
- 3 With the right mouse button, click the clip, and then click **Update Clip Previews**.
- 4 Click **Update All**.
- 5 Click **Update Location**.
- 6 In the dialog box, specify where the file has been moved to by switching to the folder or drive it's in.
 How?
- 7 Click **OK**.

The Clip Gallery updates the location of the moved clip file, as well as any other missing files in the original folder that have been moved to the new folder.

