Using the ClipArt Gallery

Click one of the topics below to see related information.   Scroll down to see all the topics in the list.

Adding ClipArt to Your Document

The ClipArt Gallery offers the quickest way to preview your ClipArt and then add the picture you choose to your document.

◆ To add ClipArt to your document

1 In the Choose A Category To View Below box, choose the category of ClipArt you want to see.

-or-

Choose All Categories to see all the ClipArt in the Gallery.

2 Scroll through the gallery of images and choose the one you want for your document.

3 Choose the OK button.

Notes

■ Some ClipArt images have categories and descriptions already attached to them when they're added to the Gallery.   You can change these categories and descriptions at any time to make it easier for you to locate the picture you need.   For more information, see the Changing a Category topic referenced below.

■ You can delete an image from the ClipArt Gallery by choosing the image you want to delete and then pressing DEL.

What if...

■ When I try to add ClipArt to my document, I get a message saying that the file cannot be found?

The picture you're trying to use may have been deleted from your computer, moved to a different directory, or renamed.   If you deleted the ClipArt, copy the picture back onto your computer and try adding it again.   If you moved or renamed the ClipArt, delete the image from the ClipArt Gallery and then add it back again by choosing the Options button in the ClipArt Gallery dialog box, and then choosing the Add button.   If you originally added the image from a network drive, connect to that network drive, and then try again.

See Also

Changing a Category

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Keeping the ClipArt Gallery Organized and Up-to-Date

There are several different things you can do to keep the images in the ClipArt Gallery organized and easy to find.

Refresh

Choose Refresh when you want to update what you see in the ClipArt Gallery.   If you deleted ClipArt from your computer, or added ClipArt that is not in the ClipArt Gallery yet, Refresh will remove images that you've deleted and locate new images so that you can add them.   Any images you may have changed will also be updated to reflect the changes.

Add

Choose Add when you know of a specific image or collection of images that you'd like to add to the ClipArt Gallery.

Change A Category

Choose Change A Category when you want to change the name of a category to make it easier to recognize the contents, or if you want to delete a category altogether.   Changing the name of a category does not affect the contents of the category.

Edit Picture Information

Choose Edit Picture Information when you want an image to appear in a different category from the one it is currently in, or when you want to change the description of the image.

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Adding ClipArt from Other Applications to the ClipArt Gallery

You can add to the ClipArt Gallery any additional ClipArt that you install on your computer, either by choosing the specific pictures you want to add, or having the ClipArt Gallery search your computer for any new images.   You can then categorize them to make it easy to find the picture you want.

To add specific ClipArt to the ClipArt Gallery

1   In the Directories box, choose the directory that contains the ClipArt you want to add.

2   In the Picture Name box, type the name of the picture you want to add to the ClipArt Gallery or choose its name from the list.

   To see a preview of a single picture before you add it to the Gallery, select the picture and then choose the Picture Preview button.

   You can choose several pictures by holding down CTRL and clicking their filenames.   To choose all the pictures listed in the Picture Name box, choose the Select All button.

3   Choose the OK button.

4   If you are adding a single image to the Gallery, go to step 5.

   If you are adding multiple images to the Gallery, a dialog box appears asking whether you want to place the images in specific categories.   If you choose Yes, you'll be asked to specify in which category you want each image placed.   If you choose No, the images will be automatically added to the category called All Categories.   Choose the OK button.

5   In the dialog box that appears, specify a category and a description for each picture.   You'll see the image that you're categorizing in the Preview box to the left.

6   Choose the Add button to add the image to the ClipArt Gallery.

   -or-

   Choose the Don't Add button to skip the current image and move on to the next one.

7   Repeat steps 5 through 7 for each piece of ClipArt you selected.

To automatically add all new ClipArt to the ClipArt Gallery

1   Choose the Cancel button to return to the ClipArt Gallery dialog box.

2   In the ClipArt Gallery dialog box, choose the Options button.

3   Choose the Refresh button.

   The ClipArt Gallery asks which drives you want to search for ClipArt and whether you want to add a description and category for each piece of ClipArt that you add.   Designating a description and category makes it easier to locate the images you want.

   After the ClipArt Gallery adds the new images it finds, it removes any ClipArt that is no longer available and updates ClipArt that has been changed.

   Notes

■   If you don't choose a category for new ClipArt, it will be added to the All Categories group.

■   If you add a large image (such as a photo or complex image), it may take a few minutes to add that piece of ClipArt to the Gallery.

■   Remember that the ClipArt Gallery is simply a way of viewing and choosing ClipArt.   If you add ClipArt from a floppy disk to the ClipArt Gallery, you'll need to insert the disk each time you want to add one of these images to a document.   If your computer has sufficient disk space, it's best to copy these pictures onto your hard drive before adding them to the ClipArt Gallery.

   What if...

■   I can't add a particular piece of ClipArt?

        The ClipArt Gallery may not support the format for the image you are trying to add; the file may have been damaged somehow; or the file may not correspond to the extension it's been given.   For example, you may have a ClipArt file with the extension .CGM which is not actually in a CGM format.

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Editing the Category or Description of a ClipArt Image

You can move the images in the ClipArt Gallery into different categories or change the description of pictures so that it's easy for you to find the ClipArt you want.   This does not change the location of the image on your computer.

The ClipArt Gallery lists the location and name of the image you've selected just above the Category box.   If you want to change the category or description of a different image, you must choose Cancel to return to the ClipArt dialog box and select the image you want.   Choose Options, then choose Edit Picture Information to return to this dialog box.

To change the category or description of a ClipArt image

1   Under Category, type or choose the name of a category.   If the category does not exist, the ClipArt Gallery creates a new one.

2   Under Description, type a new description.   This may make it easier to locate the image if you later forget the filename of the image or the category it's in.

3   Choose the OK button.

   The ClipArt now will be displayed in the category you've chosen.   To see the image, choose the category from the Choose A Category To View box.

   Tip

■   To add a new category to the ClipArt Gallery, you'll need to place a piece of ClipArt in that category.   You can assign the new category name to a piece of ClipArt that's already in the Gallery, or add a new piece of ClipArt and type in the new category.

Changing a Category

You can change the name of a category, or delete a category altogether.   Changing the name of a category does not affect the contents of the category.   When you delete a category, the pictures from that category are added to the All Categories group; they are not removed from your computer.

To rename or delete a category

1   Under Change A Category, choose whether you want to rename or delete a category.

2   If you chose Rename A Category, choose the old category name and type a new one.

-or-

If you chose Delete A Category, choose the name of the category you want to delete.

3   Choose the OK button.

Finding a Specific Image in the ClipArt Gallery

You can use the ClipArt Gallery's Find feature to quickly locate the specific image you want for your document.   You can search for an image in the ClipArt Gallery using its category or description, filename, or picture type as the criterion.

To search the ClipArt Gallery for a specific image

1   In one of the following text boxes, choose or type the criterion you want to search for.   You can only specify one criterion.

With The Category   Choose the category of images you want to view.

With A Description Containing   Type a word or part of a word.   The ClipArt Gallery will display all the images that have this word in their description.

With A Filename Containing   Type a filename or part of a filename.   The ClipArt Gallery will display all the images that have this word in their filename.

Of This Type Of File   Choose the type of pictures you want to view.

2   Choose the OK button.

The ClipArt Gallery displays the images that match the criterion you specified.

Tip

■   To see all your ClipArt again, in the Choose A Category To View Below box, choose All Categories.

Updating the Images in the ClipArt Gallery

When you delete, add, or modify your ClipArt, you'll need to update the ClipArt Gallery so that the images it contains reflect what's currently available on your computer.

To update the images in the ClipArt Gallery

1 In the Look For Pictures On box, choose the drive you want to search for ClipArt.

2 Choose the OK button.

The ClipArt Gallery compares the images on the drive you've selected with the images in the Gallery.   If it locates new images, you can then add them to the ClipArt Gallery.   If images have changed, the ClipArt Gallery updates them.   If an image that is in the ClipArt Gallery can no longer be located on your computer, the ClipArt Gallery removes it from the Gallery.

3 If the ClipArt Gallery locates new images, a dialog box appears.   Choose whether you want to place the images in specific categories or not.   If you choose Yes, you'll be asked to specify in which category you want each image placed.   If you choose No, the new images will be automatically added to the category called All Categories.

Note

■   If you have many images on your drive, it may take the ClipArt Gallery some time to scan your drive.

Tip

■   To make adding ClipArt faster, the ClipArt Gallery will ask you if you want to add all ClipArt from a particular directory into a single category.   If you choose Yes, everything in that directory is added to a single ClipArt category.

Using ClipArt Located on a Floppy Disk

The ClipArt Gallery allows you to view thumbnail images of your ClipArt in order to make choices easily. It does not actually contain the ClipArt files themselves.   Therefore, if an image is stored on a floppy disk, the floppy disk must be inserted in a drive in order to add the image to a document.

If at all possible, it's best to place ClipArt somewhere on your hard disk so that it will always be available.

The ClipArt Gallery Cannot Locate One of the Files It Needs

The ClipArt Gallery stores information about the images you add in a file called ARTGALRY.IDX. Without this information, the ClipArt Gallery cannot show you your ClipArt.

It's possible you may have moved the file from its original location.   If you know where the file is, choose the Browse button, and then choose the directory where the .IDX file is located.   Or, you can look through the directories to see if you can locate it.

If you don't know where the file is, or can't find it, choose the New button.   The ClipArt Gallery will create a new database, and you'll need to add your images to the Gallery again.   You'll have the chance to categorize the images just as you did when you first started using the ClipArt Gallery.

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The ClipArt Gallery Cannot Locate the Directory or File You've Asked For

The ClipArt Gallery cannot locate the file you've asked for.   The directory may be missing; the file may no longer be in the directory you've specified; or the ClipArt Gallery may expect the file to be located on a floppy disk that is currently not in the drive.   You may also have added the ClipArt from a network to which you are not currently connected.

If you've changed the name of the directory, or moved it to another location, delete the images from the ClipArt Gallery by selecting each one and pressing DEL.   Then add them again from the new location. Adding them again changes where the ClipArt Gallery looks for the image.

If the images are located on a floppy disk, check that you have the correct disk, the disk is in the drive, and the drive door is closed.   If the ClipArt Gallery still cannot find the file, you may have a corrupted disk.

If the images are located on a network, connect to that network location, and then try again.

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click
To press and release the left mouse button.

scroll
Sometimes you need to move a window's contents horizontally or vertically to see all the information in a window.   This is called scrolling.   To scroll, click one of the arrows in the scroll bars at the right and bottom of the window.

ClipArt

A file of ready-made art.   The ClipArt Gallery makes it easy to view ClipArt images and place them in your publication.

drive
Location where the information for operating applications, and the contents of the files you create with them, are stored.   Usually, your computer's hard disk is considered drive C.   If you have one or two slots for inserting floppy disks, the first slot is considered drive A and the second slot is considered drive B.   This may vary depending on the type of computer you have and the way you have set it up.

floppy disk
A disk made of thin, flexible plastic used for storing files.   You can load a floppy disk into your computer's A or B drive.