

To add clip art to your document, click the **Clip Art** tab. Various types of draw-type (vector) images can be displayed on this tab. Examples include clips with the following file name extensions: .cgm, .wmf, .cdr, .eps, .drw, and .wpg.

To add a photograph, scanned image, or other bitmap to your document, click the **Pictures** tab. Various types of bitmaps can be displayed on this tab. Examples include clips with the following file name extensions: .bmp, .tif, .gif, .jpg, .pcd, and .pcx.

To add a sound to your document, click the **Sounds** tab. Various types of sound files can be displayed on this tab. Examples include clips with the following file name extensions: .wav and .mid.

To add a video or animation to your document, click the **Videos** tab. Various types of video files can be displayed on this tab. Examples include clips with the file name extension .avi, and other file formats supported by Windows 95 Media Player.

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 locate a specific clip quickly, 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 a keyword (or part of one) 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 file name of the clip, in the **File Name Containing** box, type as many consecutive characters of its name as you are sure of. Then click **Find Now**.

For example, if you want to find a file whose file name starts with the word "guitar," type **gui**. The Clip Gallery will display all clips whose file names contain "gui."

To repeat a recent search by file name, click the arrow to the right of the **File Name Containing** box, and then click the one you want.

In the **Keywords** box, type a word that is associated with the clip you're looking for.

For example, if you want to find a particular picture—or any picture—of an apple, but you don't know its file name, type **apple**. The Clip Gallery will display any clips whose keywords include "apple." Click the other tabs to see other types of clips associated with that keyword.

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 know the file 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.

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 **File Name Containing** is **[All Names]**; for **Keywords** it is **[All Keywords]**, and for **Clip Type** it is **[All Types]**.

When the **Keywords**, **File Name containing**, 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 that helps identify clips in the Gallery. Using the Find feature, you can type a keyword (or part of one) to search for a specific clip or group of clips.

If the **Keywords** option is not available, you cannot change the keywords for this clip. It is part of a shared 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 not available, you cannot change or add categories for this clip. It is part of a shared 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 not available, you cannot add a new category for this clip. It is part of a shared 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 which categories or keywords it is assigned to, 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 not available, you cannot delete this category. It is part of a shared 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 not available, you cannot rename this category. It is part of a shared 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 **Removeable 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 video clip, click **Play**. To select a clip, click it.
To stop play, click **Stop**, or press ESC.

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 3.0 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**.

