

## Help For Clip Words

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## **File Menu**

File Menu commands.

### **New**

Clears the Clip Grabber or Clip Editor windows of their contents. The last selected window will be cleared.

### **Open**

Opens a previously saved Clip Editor (.clp) or Clip Grabber (.grb) file.

### **Save**

Saves the current Clip Grabber Window or Clip Editor Window contents. The last selected window will be saved.

### **Save As**

Save the Clip Grabber or Clip Editor contents under a new file name.

### **Print**

Prints out the visible area of the Clip Editor Window. Use the Windows Print Manager to control printer options.

### **Exit**

Exits the program.

## **Edit Menu**

Edit Menu commands.

### **Copy**

Copies selected text in the Clip Editor window to the Windows Clipboard. Select text within the Clip Editor Window using click and drag. Control C accomplishes this directly when the Clip Editor Window is active.

### **Cut**

Cuts selected text in the Clip Editor Window to the Windows Clipboard. Control X accomplishes this directly when the Clip Editor Window is active.

### **Paste**

Pastes the text contents of the Windows clipboard into the Clip Editor Window at the current cursor position. Control V accomplishes this directly when the Clip Editor Window is active.

## Clip Finder Menu

Brings up the Clip Finder window which allows you to enter a keyword criteria for a search. You can search the current Category, the current Topic, or all of the Clip Words Phrases by selecting the corresponding **Search**: criteria. Select match whole word only to search for whole word matches only. Select match case to do a case sensitive search such that only words matching both upper and lower case characters indicated in the keyword will be found. Click the OK button to list the Clip Words Phrases containing the keyword. Transfer Phrases from the Clip Finder list to the Clip Grabber list by double clicking.

## **Text Menu**

Displays the Clip Editor window.

## **Window Menu**

Window Menu commands.

### **Cascade**

Arranges all of the currently active windows in an overlapping display.

### **Tile**

Arranges all of the currently active windows in a non-overlapping display.

## Category Icons

Select a Category icon to view the Phrases in the selected Category. The Topic Window appear listing the Topics within the selected Category.

The following lists each icon and the Category it represents.

### People:



### Holiday:



### Promotion:



### Issues:



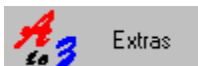
### Places and Things:



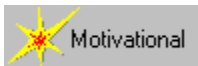
### Industry:



### Extras:



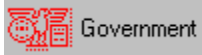
### Motivational:



### Social:



**Government:**



Government

**Sports:**



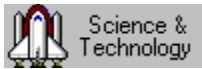
Sports

**Events:**



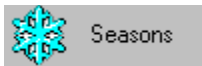
Events

**Science and Tech:**



Science &  
Technology

**Seasons:**



Seasons



## Topic List Window

This window contains a list of the Clip Words Topics within the current Category. The current Category name is displayed in the gray bar above the list. Click on a Topic to bring up the Clip Browser Window displaying the Phrases concerning this Topic. Use the + ("**plus**") button to move forward through the Categories or the - ("**minus**") button to move backward.

Topic list by Category:

### PEOPLE

BABIES  
COWBOYS  
DISABLED  
FAMILY  
FRIENDS  
GROUPS  
KIDS  
LEADERS  
MEN  
NEIGHBOR  
PARENTS  
PIRATES  
SENIORS  
WOMEN  
YOUTH

### MOTIVATION

AWARDS & CERTIFICATES  
MEETING THEMES  
RECOGNITION  
THANKS  
TRAINING

### HOLIDAYS

CHRISTMAS  
COLUMBUS DAY  
EASTER  
FATHER'S DAY  
HALLOWEEN  
JEWISH HOLIDAYS  
JULY 4TH  
LABOR DAY  
MEMORIAL DAY  
MOTHER'S DAY  
NEW YEARS

PRESIDENTS DAY  
ST. PATRICKS DAY  
THANKSGIVING  
VETERANS DAY  
VALENTINE'S DAY

## **SOCIAL**

ENTERTAINMENT  
FASHION  
FOOD & RESTAURANTS  
FUN  
GAMBLING & GAMES  
LIVING  
LOVE  
LUCK  
MAGIC  
OLD FASHIONED  
RELIGION  
SILLY STUFF

## **PROMOTION**

CONTESTS & SWEEPSTAKES  
COUPONS  
FREE  
SALE  
VALUE  
WIN

## **GOVERNMENT**

FIRE FIGHTING  
LAW  
MILITARY  
POLITICS  
POST OFFICE  
TAXES  
VOTING

## **ISSUES**

CRIME  
DRUGS  
ECONOMY  
EDUCATION  
ENVIRONMENT

HEALTH & FITNESS  
POOR & POVERTY  
STRESS

### **SPORTS**

AUTO RACING  
BASKETBALL  
BASEBALL  
BOXING  
BIKING  
FOOTBALL  
FISHING  
GOLF  
HORSE RACING  
HOCKEY  
HUNTING  
OLYMPICS  
OTHER SPORTS  
RUNNING  
SWIMMING  
SKIING  
SAILING  
TENNIS  
SOCCER

### **PLACES & THINGS**

AMERICA  
BOOKS  
FLOWERS  
FRUITS & VEGETABLES  
GARDENING  
GOLD  
JEWELRY  
MUSIC  
RAINBOWS & COLORS  
TIME  
TODAY  
WORLD  
WILDLIFE

### **EVENTS**

ANNIVERSARY  
BACK TO SCHOOL  
BIRTHDAYS  
CIRCUS

GRADUATION  
MARRIAGE  
PARTY  
PARTY THEMES  
TRAVEL & VACATION

**INDUSTRY**

AGRICULTURE  
BANKING  
BEST  
BUSINESS  
CAREER  
CUSTOMER  
HOME IMPROVEMENT  
INSURANCE  
INVESTMENT  
MONEY  
NEW  
OFFICE  
QUALITY  
REAL ESTATE  
SALES TEAM  
SERVICE  
STORE  
SUCCESS  
TRANSPORTATION  
WORKING AT HOME

**SCIENCE & TECHNOLOGY**

BITS & BYTES  
FLIGHT  
FUTURE  
MEDICINE  
SPACE  
SCIENCE  
TECHNOLOGY  
WEATHER

**SEASONS**

FALL  
SPRING  
SUMMER  
WINTER

## **EXTRAS**

EXPRESSIONS

POPPERS

PUNS

PHRASES

SLANG

STATEMENTS

WORDS

## Clip Browser Window

This window contains a list of the Phrases within the current Topic. The current Category and Topic names are displayed in the gray bars above the list. DoubleClick on a Phrase to add it to the Clip Grabber Window. Use the + ("**plus**") button to move forward through the list of Topics in the current Category. Use the - ("**minus**") button to move backward through the list of Topics.

## Clip Grabber Window

This window contains a list of the Clip Words Phrases in your current project. The project name (specified in the last File-Save As procedure) is displayed in the gray bar above the list. Double click on a Phrase to add it to the Clip Editor Window. Use the - ("**minus**") button to remove the highlighted Phrase from the Clip Grabber Window.

## **Clip Editor Window**

The text in the Clip Editor Window can be edited and saved to a file. The editor supports the standard keyboard editing command and also Cut (Control X), Copy (Control C), or Paste (Control V) to the Windows Clipboard.



## Toolbar Icons

The toolbar is displayed below. Click on the icon you would like help with.



This displays the Category Window

This brings up the Topic Window.

This brings up the Clip Browser Window.

This brings up the Clip Grabber Window.

This brings up the Clip Editor Window.

This brings up the Clip Finder Window.

## Sound Button

**Note:** The sound buttons are only available on the CD-ROM version of Clip Words.



The sound button appearing on the Toolbar in the main window enables or disables the sound play. When this button is **on**, selection of any Clip Words Phrase in the Browser, Grabber or Search windows will audibilize the Phrase.



The sound buttons appearing in the Clip Browser window, the Clip Grabber window, or the Clip Finder window provide continuous sequential audio play of each Phrase in the associated list.



## Finder Window

This window allows you to enter a keyword criteria for a search. You can search the current Category, the current Topic, or all of the Clip Words Phrases by selecting the corresponding **Search:** criteria. Select match whole word only to search for whole word matches only. Select match case to do a case sensitive search such that only words matching both upper and lower case characters indicated in the keyword will be found. Click the OK button to list the Clip Words Phrases containing the keyword. Transfer Phrases from the Clip Finder list to the Clip Grabber list by double clicking.

## Category Window

This window contains 14 buttons with Category Icons representing each of the Clip Words Categories. When you select a Category, the Topic Window will appear displaying the Topics within this Category.

