

Adds clips to a new or existing category. When you add a clip to a category, it will appear near the beginning of that category, making it easier for you to find. All clips with keywords that match that category will appear in that category, but if the clip is also entered in the category, then it will appear closer to the top of that category. Click the **New Category** button to create a new category.

Contains check boxes for all the current categories in your Clip Gallery. Select a check box to add a clip to that category, or clear a check box to remove a clip from a category.

Creates a new category and allows you to add the selected clip to this new category.

Displays the current keywords for the selected clip. If there are no keywords, this area will be blank. To add a keyword, click New Keyword. To remove a keyword, select the keyword and click **Remove Keyword**.

To remove a search keyword, select the keyword you wish to remove and click the Remove Keyword button.

Adds a new search keyword for this clip. You may add any words that you would like to use to search for this clip.

Describes this clip in one or more words. Words from this description will also become search keywords.

Type a keyword that identifies the clip.



Click to find more clips that are similar in shape and color to the selected clip.

Click to find more clips that have a similar visual or artistic style to the selected clip.

Click to find more clips that have a similar keyword or keywords to the selected clip. Clicking the All Keywords link will find clips that match some or all of the keywords, while clicking individual keywords will match just that keyword.

Previews the current picture clip or plays the current sound or motion clip.

Previews the current picture clip.

Plays the current motion clip.

Plays the current sound clip.

Previews the current picture clip or plays the current sound or motion clip.



Inserts the selected clip in your document.

Click to show or hide the Add to Favorites pane.

Adds the selected clip or clips to the category indicated and then closes the Pop-up menu.

Click to show or hide the Find Similar Clips pane.

Contains a list of available categories in your Clip Gallery. You can click a category name to assign this clip to a new category. User-added clips will appear near the beginning of a category, so adding or re-adding a clip to a category may make it easier to find.

Clips stored on CD-ROM can be cataloged in Clip Gallery. In order to see previews of these clips, you must insert the CD-ROM that contains them.

Click to select this check box and prevent this reminder from appearing again.

Type in one or more words, or a phrase, that describe the subject of the clip you want to find, and press ENTER.



Contains sound files with extensions including .mid, .wav, and .au.

Contains moving image files with extensions including .gif, .avi, and .mpeg.

Contains image files with extensions including .wmf, .cgm, .gif, .jpg, .bmp, and .png.

Shows All Categories of clips on the tabs.

Shows All Categories of clips on the tabs.

Moves back to a previously seen page.

Moves forward to a previously seen page.

Shrinks the Clip Gallery window to a column one clip wide. Use it this way in order to see your document or other applications while moving clips.



Expands the Clip Gallery window back to its previous size. Use it this way to find or organize clips.

Opens the **Import Clips** dialog box. Use this to bring clips into your Clip Gallery from your hard drive, a network drive, or removable media such as a CD-ROM.

Connects to a special Web site where Clip Gallery users can get more clips. You must have a Web browser and access to the World Wide Web to use this feature. For more information, see Importing Clips from the Web in Clip Gallery Help.

Opens the Clip Gallery Help file.

Shows the number of clips on the current page that match your search criteria.

Shows the categories or clips that match your search criteria. Click a category to see the clips associated with that category. Click a clip to see the Pop-up menu. Right-click a category or a clip to see more menu options.

Click this check box to go directly to the Clip Gallery Live Web site the next time you click the Clips Online icon.

Select **Copy into Clip Gallery** to copy the clip into Clip Gallery and keep the clip in the original location.



Select **Move into Clip Gallery** to move the clip into Clip Gallery and delete the clip from the original location.

Select **Let Clip Gallery find this clip in its current folder or volume** to catalog the clip in Clip Gallery and use it in its original location. This option can be used for a CD-ROM, ZIP drive, or other removable media, or on the hard drive of your computer.

To specify a name for a category, type it in this box.

Shows the clip collections on your computer that have not yet been added to your Clip Gallery.

Adds all the collections you've checked to your Clip Gallery.

Does not add any collections to your Clip Gallery now. You can add them later by clicking **Import Clips** on the toolbar of the main Clip Gallery window.

Shows the progress of your task.

Postpones indexing your clips until you initiate the indexing process at another time. Note that you will not have access to your old content until you index your clips.



Applies and saves any changes you have made and then closes this dialog box.

Closes this dialog box without saving any changes you have made.

Plays the current clip, if it is a sound or motion clip.

Allows you to cancel importing the current clip if you decide that you no longer want it. This will only affect the specific clip you cancel.

Inserts a clip if one is selected, applies any changes you have made, and then closes Clip Gallery. If this button appears dimmed, try to drag-and-drop or copy and paste the clip instead.

Applies any changes you have made and then closes Clip Gallery.

Allows you to apply the same information to all clips in a group that you are importing.

Shows the file name of the selected clip.



Shows the file type of the selected clip.

Shows the file size of the selected clip.

Shows the dimensions of a picture or motion clip.

Shows the length of time a sound or motion clip will take to play.

A clip file may be in Clip Gallery, on your hard drive, on a network drive, or on removable media. To see the path to the clip file, click the **Refresh** button.

Updates clip properties that may have changed or were not showing.

Shows the path to the clip file, which may be on your hard disk, on a network drive, or on removable media.

Shows the path to the Clip Gallery catalog which contains the clip preview, properties, and so on.



Allows you to enter a new location for a clip file that has been moved.

Removes the clip preview and associated keywords for the specified clip. Select this option if you have removed the clip and no longer want the clip preview to appear in your Clip Gallery.

Removes any unused space from the Clip Gallery database and attempts to repair any corrupted data.

Recovers clip previews or categories that you deleted using the Delete function from within Clip Gallery, or restores original clip properties. You can only restore clip previews or categories from clips currently installed by a product for use in Clip Gallery

Restores categories that were installed with Clip Gallery and that you have renamed or deleted.

Restores all product clips that you deleted using Clip Gallery. The product must be installed on your computer to restore previously deleted product clips. If you removed a product or files, you may need to reinstall the product before you can use clips you restore.

Reverts to original descriptions, keywords, and categories for all clips from installed products. Any changes you have made to properties of these clips will be lost.

Shows a large preview of the clip that has focus. Click the sizing handle in the lower-right-hand corner and drag it to resize the Preview and window. If you change focus to another clip using the arrow keys, that clip will appear in the Preview window. Click the **Close** button on the title bar of the Preview window to close it.



Click to hide this pane. Click the button on the Pop-up menu that corresponds to this pane to show it again.

You cannot import this clip from this mode of Clip Gallery. You need to open a new window of Clip Gallery that shows the Media tab that this type of clip would appear on. Press CTRL+N to open a new Clip Gallery window and import the clip from that window.

