

Using Scrapbook

Scrapbook is a graphics utility that lets you search for and insert clipart, photo, sound, and movie files into a WordPerfect, Corel Presentations, or Quattro Pro document.

In this section, you'll learn about

- [starting and quitting Scrapbook](#)
- [working with Scrapbook items](#)
- [searching for items in Scrapbook](#)
- [working with Scrapbook categories](#)
- [previewing sound and movie files in Scrapbook](#)
- [viewing items in Scrapbook](#)
- [updating Scrapbook items](#)

Starting and quitting Scrapbook

You can start Scrapbook from WordPerfect, Corel Presentations, and Quattro Pro. You can quit Scrapbook from the Scrapbook utility window.

{button ,AL(` Starting and quitting Scrapbook;',0,"Defaultoverview",)} How to

To start Scrapbook

- Click **Insert ▶ Graphics**
▶ **Clipart**.

{button ,AL(` Starting and quitting Scrapbook;',0,"Defaultoverview",)} [Related topics](#)

To quit Scrapbook

- Click **Close** in the Scrapbook utility window.

`{button ,AL(` Starting and quitting Scrapbook;',0,"Defaultoverview",)}` [Related topics](#)

Working with Scrapbook items

Scrapbook does not store files but contains thumbnails that point to media files. A thumbnail is a low-resolution miniature of a graphic or icon that is represented as an item in the Scrapbook utility window. Each item contains properties, such as keywords, file paths, and location. Scrapbook can list files on a local disk drive, network drive, or CD.

You can use Scrapbook to insert a clipart file into a document. You can also insert a photo, sound, or movie file. You can copy or move a file from a document into Scrapbook. You can also import files into Scrapbook. With an Internet connection, you can download graphics, sound files, and movie files from the Corel Web site.

You can delete an item from Scrapbook.

{button ,AL(` Working with Scrapbook items;',0,"Defaultoverview",)} How to

To insert a clipart file into a document

- 1 Choose a category from the **Categories** list.
- 2 Click the **Clipart** tab.
- 3 Choose an item from the Scrapbook item window.
- 4 Click **Insert**.

You can also

Insert a photo	Click the Photos tab. Choose an item, and click Insert .
Insert a sound file	Click the Sounds tab. Choose an item, and click Insert .
Insert a movie file	Click the Movies tab. Choose an item, and click Insert .



Tip

- You can preview sound and movie files before you insert them into a document. For more information, see ["Previewing sound and movie files in Scrapbook."](#)

{button ,AL(` Working with Scrapbook items;','0,"Defaultoverview",,)} **Related topics**

To copy or move a file from a document to Scrapbook

1 In the document from which you want to copy or move a file to Scrapbook, click a file.

2 Click **Edit**, and click one of the following commands:

- **Cut**—removes the selected file from the document
- **Copy**—copies the selected file into Scrapbook

3 In the Scrapbook utility window, click one of the following tabs:

- **Clipart**
- **Photos**
- **Sounds**
- **Movies**

4 Choose a category from the **Categories** list.

5 Click in the Scrapbook item window.

6 Click **Edit** ▶ **Paste**.



Tip

- You can also move a file from a document into Scrapbook by dragging it.



Notes

- If an item you copy or move to Scrapbook is not already a file, such as a graphic that you have created yourself, Scrapbook gives it a temporary filename of **scrapx**, where "x" is an incremental number.
- Any image or movie file that is copied or moved from WordPerfect or Corel Presentations to Scrapbook converts to a bitmap that has a **.wpg** filename extension. Once a movie file becomes a bitmap, it cannot be played. Any clipart or photo image that is copied or moved from Quattro Pro to Scrapbook converts to a bitmap, and a corresponding thumbnail item is placed in the **Photos** tab.

{button ,AL(` Working with Scrapbook items;',0,"Defaultoverview",)} [Related topics](#)

To import files into Scrapbook

- 1 Click **Import clips**.
- 2 Click **Browse**.
- 3 Choose the drive and folder where the file is stored.
- 4 In the **Insert file** dialog box, choose a filename from the list.
- 5 Click **Open**.



Note

- When you import a file, Scrapbook places a thumbnail of the file in the Scrapbook database. The thumbnail is represented as an item in the Scrapbook utility window.

{button ,AL(`Working with Scrapbook items';,0,"Defaultoverview",)} [Related topics](#)

To download files to Scrapbook from the Corel Web site

1 Click **Internet**.

2 Follow the instructions on your screen.

 **Note**

- To download files, you must be connected to the Internet.

{button ,AL(`Working with Scrapbook items;',0,"Defaultoverview",)} [Related topics](#)

To delete an item from Scrapbook

1 Click an item.

2 Press **DELETE**.



Tip

- To delete multiple items at once, hold down **Ctrl**, click the items, and press **Delete**.



Note

- When you delete an item from Scrapbook, only the thumbnail from the database is deleted. The actual picture, sound, or movie file is not deleted from your hard disk.

{button ,AL(`Working with Scrapbook items';,0,"Defaultoverview",)} [Related topics](#)

Searching for items in Scrapbook

You can search for a Scrapbook item by using criteria such as file type, keyword, or filename.

{button ,AL(` Searching for items in Scrapbook;',0,"Defaultoverview",)} How to

To search for a Scrapbook item

- 1 Click **Find**.
- 2 Choose a file type from the **Scrapbook item type** list box.
- 3 Click **Find now**.

You can also

Search for a file by using keywords

Type keywords in the **Keywords** box.

Search for a file by using a full or partial filename

Type text in the **Filename containing** box.



Notes

- You can search for Scrapbook items as often as you like, but only the last five results are displayed.
- Only the last search is saved when you quit or reopen Scrapbook.

{button ,AL(` Searching for items in Scrapbook;',0,"Defaultoverview",)} Related topics

Working with Scrapbook categories

You can create a Scrapbook category to store items. You can also rename and delete a Scrapbook category.

{button ,AL(` Working with Scrapbook categories;',0,"Defaultoverview",)} How to

To create a Scrapbook category

1 Click one of the following tabs:

- **Clipart**
- **Photos**
- **Sounds**
- **Movies**

2 Click **Options ▶ Create category**.

3 Type a name in the **Display name** box.



Note

- Scrapbook lets you store one item in multiple categories.

{button ,AL(` Working with Scrapbook categories;' ,0,"Defaultoverview",)} [Related topics](#)

To rename a Scrapbook category

- 1 Choose a category from the **Categories** list.
- 2 Click **Options ▶ Rename category**.
- 3 Type a name in the **Display name** box.

{button ,AL(` Working with Scrapbook categories;',0,"Defaultoverview",)} [Related topics](#)

To delete a Scrapbook category

1 Choose a category from the **Categories** list.

2 Click **Options** ▶ **Remove category**.

Notes

- Deleting a category only removes the category from the Scrapbook database file; it does not delete the files contained in that category from your hard disk.
- The **Results of find**, **All categories**, and **My favorites** categories cannot be deleted.

{button ,AL(` Working with Scrapbook categories;',0,"Defaultoverview",,)} [Related topics](#)

Previewing sound and movie files in Scrapbook

The Scrapbook lets you preview sound and movie files before you insert them into a document.

`{button ,AL(` Previewing sound and movie files in Scrapbook;',0,"Defaultoverview",)}` [How to](#)

To preview a sound file in Scrapbook

1 Click the **Sounds** tab.

2 Right-click an item, and click **Play**.

Notes

- Scrapbook supports **.mid** and **.wav** sound files.
- To play sound files, you must have a sound card and a sound driver properly installed on your computer.

{button ,AL(` Previewing sound and movie files in Scrapbook;',0,"Defaultoverview",)} [Related topics](#)

To preview a movie file in Scrapbook

1 Click the **Movies** tab.

2 Right-click an item, and click **Play**.

Notes

- Scrapbook supports **.avi** movie files.
- To play movie files, you must have a video card and a video driver properly installed on your computer.

{button ,AL(` Previewing sound and movie files in Scrapbook;',0,"Defaultoverview",)} [Related topics](#)

Viewing items in Scrapbook

You can view file details for Scrapbook items. You can display or hide all items in the Scrapbook database. You can display large icons, and view item keywords. You can also view item properties, such as the filename, type, size, and the path to a Scrapbook database file (**.srb**).

{button ,AL(` Viewing items in Scrapbook;',0,"Defaultoverview",)} How to

To view file details for Scrapbook items

- Click **Options** ▶ **Filename**.

Note

- Scrapbook database files have a **.srb** filename extension.

{button ,AL(` Viewing items in Scrapbook;',0,"Defaultoverview",)} [Related topics](#)

To display or hide all items in the Scrapbook database

- Click **Options ▶ Display all thumbnails**.

A check mark beside **Display all thumbnails** indicates that the command is enabled.



Note

- When you enable the **Display all thumbnails** command, Scrapbook displays all the items included in the Scrapbook database, whether or not the files are stored on your hard disk. When you disable the command, only the items for files stored on the hard disk are displayed.

{button ,AL(` Viewing items in Scrapbook;' ,0,"Defaultoverview" ,)} Related topics

To display large icons in Scrapbook

- Click **Options** ▶ **Large icons**.

A check mark beside **Large icons** indicates that the command is enabled.

`{button ,AL(` Viewing items in Scrapbook;',0,"Defaultoverview",)}` [Related topics](#)

To view item keywords in Scrapbook

- Click **Options** ▶ **Keywords**.

A check mark beside **Keywords** indicates that the command is enabled.

`{button ,AL(` Viewing items in Scrapbook;',0,"Defaultoverview",)}` [Related topics](#)

To view item properties in Scrapbook

- 1 Click an item.
- 2 Click **Options** ▶ **Item properties**.

{button ,AL(` Viewing items in Scrapbook;',0,"Defaultoverview",)} Related topics

Updating Scrapbook items

Scrapbook lets you verify that item file paths in Scrapbook correspond with item file paths on your computer. If you delete or rename an item, Scrapbook updates the item and marks those missing file paths with a red "X."

You can update all items in Scrapbook. You can also update a selected item.

{button ,AL(` Updating Scrapbook items;','0,"Defaultoverview",)} How to

To update all items in Scrapbook

- Click **Options** ▶ **Update all thumbnails**.

`{button ,AL(` Updating Scrapbook items;',0,"Defaultoverview",)}` [Related topics](#)

To update a selected item in Scrapbook

- 1 Click an item.
- 2 Click **Options** ▶ **Update the selected thumbnail**.

{button ,AL(` Updating Scrapbook items;',0,"Defaultoverview",)} [Related topics](#)

Reference: Working with Scrapbook

The following tables list the file formats that Scrapbook supports, and the corresponding filename extensions.

Clipart

<u>Supported format</u>	<u>Filename extension</u>
CorelDRAW	.cdr
Corel Presentations exchange file	.cmx
Enhanced metafile	.emf
Encapsulated PostScript	.eps
Macintosh PICT	.pct
Quick Art document file	.qad
Scrapbook storage file	.scb
Windows metafile	.wmf
Compressed Corel exchange	.ccx
WordPerfect graphics	.wpg

Photos

<u>Supported format</u>	<u>Filename extension</u>
Graphics Interchange Format bitmap	.gif
Joint Photographic Experts Group file interchange format	.jpeg, .jpg
Portable Network Graphics	.png
Tagged Image File format	.tif
PC Paintbrush bitmap	.pcx
Windows bitmap	.bmp

Sounds

<u>Supported format</u>	<u>Filename extension</u>
Sound	.mid
Sound	.wav

Movies

<u>Supported format</u>	<u>Filename extension</u>
Movie clip	.avi

Find scrapbook item dialog box

Lets you specify the keyword you want to search for.

Lets you specify the text in the file name you want to search for.

Lets you specify the item type you want to search for.

Starts your search.

Cancels the search and closes the dialog box.

Resets the search criteria.

Item properties dialog box

Displays the file name.

Displays the file type.

Displays the file size.

Displays the file path where the item is stored.

Displays the preview path.

Lets you specify keywords for the selected item.

Creates a new category.

Closes this dialog box and saves any changes you have made.

Closes this dialog box and saves any changes you have made.

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

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

Opens online Help for this dialog box.

Opens the Find Scrapbook Item dialog box.

Imports clipart, photos, sounds, or movies into the Scrapbook.

Downloads Scrapbook files from the Scrapbook website.

Changes your Scrapbook options.

Inserts the selected Scrapbook file into your document.

Opens online Help for this dialog box.

New for SP1

Shows the categories the Scrapbook item is in.

Shows hints for finding Scrapbook items.

Lets you specify a new category name.

Lets you change the category name.

Lets you specify a category to delete.

Lets you preview the clipart.



The Browse button lets you browse to a folder on your computer.

