

How to Make an Motion Clip in the Microsoft Clip Gallery Loop Forever

Some motion clips in the Microsoft Clip Gallery may only loop once when viewed in the browser. You likely want them to loop forever, which means they will move for the entire time. If you are having problems with the motion clip stopping or appearing not to move, you can fix the problem.

To do this, you will need to download the free software GIMP. It will allow you to save a copy of the file, with a "loop forever" property.

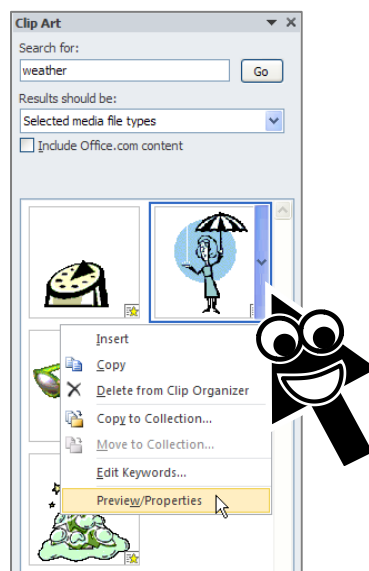
Step One: Save a Copy of the Motion Clip

OPTION 1: LOCATE THE IMAGE FROM OFFICE ONLINE

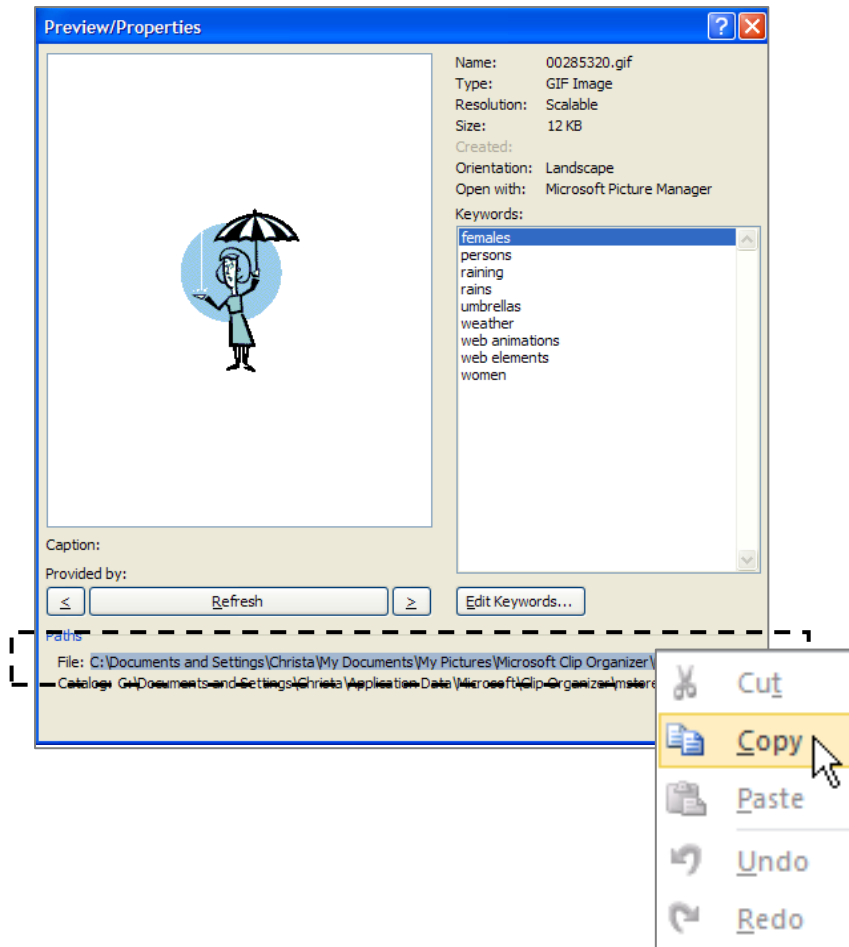
1. Open Microsoft Word.
2. Click the *Insert* tab. Click *Clip Art*.
3. In the task pane, click the hyperlink that allows you to search for images from Office Online.
4. Search for the motion clip that you would like to use but you know is not looping properly.
5. When you find the clip, right click on the image, and from the menu, select *Copy* OR click the *Copy to Clipboard* button below the image.
6. Right click the mouse on the desktop. Select *Paste*.

OPTION 2: LOCATE THE IMAGE FROM THE CLIP GALLERY

1. Open Microsoft Word.
2. Click the *Insert* tab. Click *Clip Art*.
3. Search for the motion clip that you would like to use but you know is not looping properly.
4. Once you find the clip you want to save in the task pane, click the right bar beside the image.
5. Select *Make Available Offline...* Click *OK*.
6. Click the right bar beside the image again. From the menu, select *Preview/Properties*.



7. At the bottom of the window, click and drag to select the File path.
8. Right click the mouse on the selection and click *Copy*.



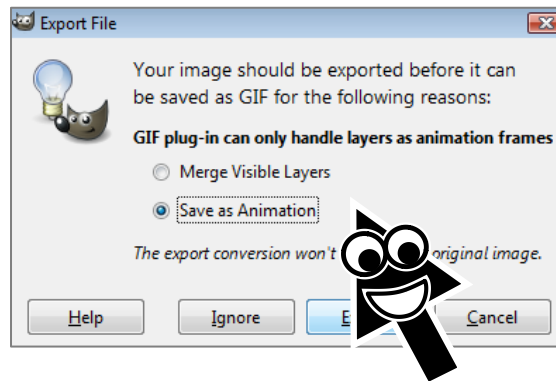
9. Open My Documents (or any folder window). Make sure that you can see the Address bar.
10. Delete what is in the Address Bar. When the bar is empty, right click the mouse inside the Address bar and select *Paste*. Press Enter.
11. The picture will open in Picture Manager or Internet Explorer.
12. Click the File menu or right click the picture. Click *Save As*. Save the picture to your computer.
13. Close all open programs.

Step Two: Install the Free Software GIMP

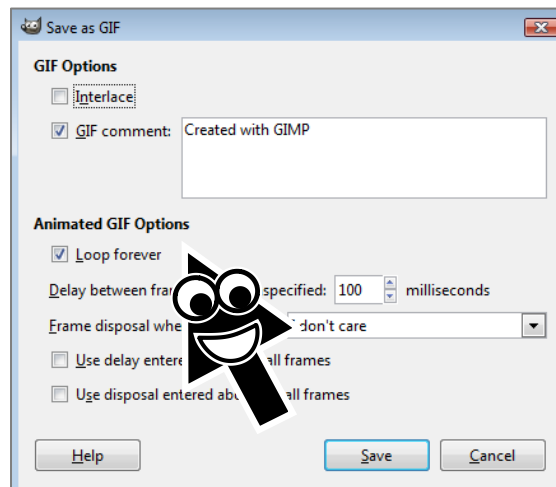
1. Visit www.gimp.org/downloads
2. Look for GIMP for Windows.
3. Download and then install the software.

Step Three: Save a Copy of the Motion Clip using GIMP to Cause the Animation to Loop Forever

1. Open GIMP.
2. From the File menu, select *Open*.
3. Locate the file and then click *Open*.
4. From the File menu, click *Save a Copy*.
5. Name the file and select a location. Click *Save*.
6. Select *Save as Animation*.
7. Click *Export*.



8. Select *Loop forever*. Click *Save*.



9. Close GIMP.

Step Four: Insert the Motion Clip

1. Open Microsoft Word.
2. Click the *Insert* tab. Click *Picture*.
3. Locate the newly saved file.
4. The animation should now loop forever when saved as a web page and viewed in Internet Explorer!

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