

Working With Notebook™ Software Gallery Collections

Use Notebook software's Gallery function to develop and deliver lessons and presentations that are rich in graphic detail. The Gallery is a quick and simple way to access and create collections of related page templates and images.

Opening the Gallery

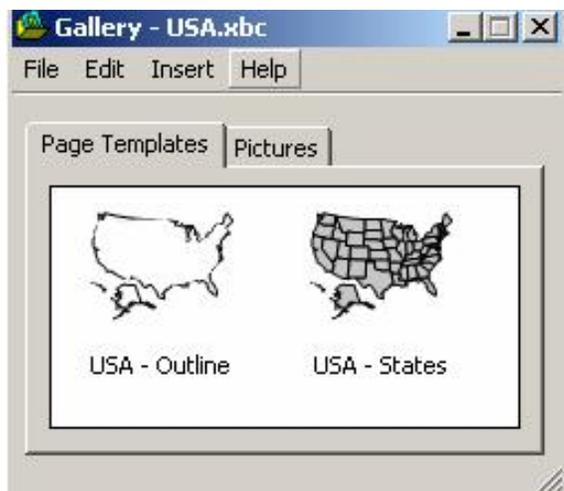
There are two ways to open the Gallery – either select **Gallery** from the **View** menu or press the **Gallery** button in the Standard Windows® Toolbar.



Once you've opened the Gallery, an **Open Collection** dialog box will appear, enabling you to browse to a collection. Collections are available for a variety of subject areas (e.g., geography, math, music, physical education and science). Select a collection and a Gallery window will open.

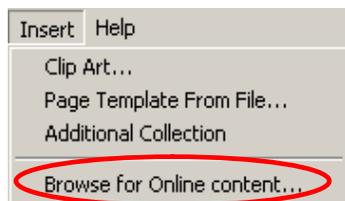
Gallery Collections

Each Gallery window has a *Page Templates* tab and a *Pictures* tab. Select a template image to use as a background or use the *Pictures* tab to select movable, resizable images. You can drag and drop both templates and pictures onto your Notebook page.



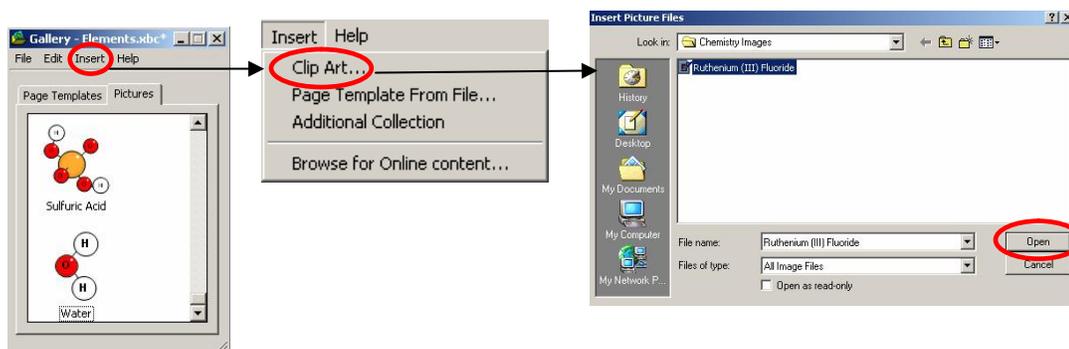
Updating Your Collections

SMART is constantly adding new Gallery collections and updating existing collections. New collections and updates are available free of charge. Select **Insert > Browse for Online Content** in the Gallery window menu to download new and updated collections.

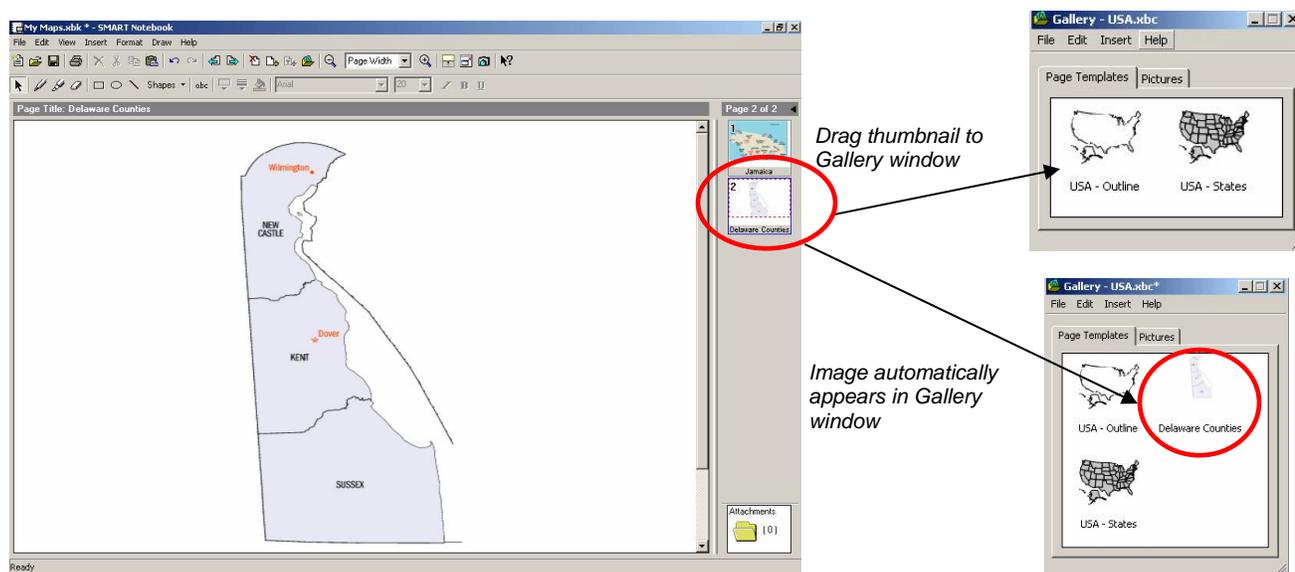


Adding to Existing Collections

To add your own pictures to an existing collection, open the collection and drag the image into the Gallery window. To browse for images, select **Insert > Clip Art** in the Gallery window. When you find an image file you wish to add to the collection, press **Open**. The image will automatically appear in the Gallery window. Select **File > Save As** to save your expanded collection.



If you create a Notebook page you want to use again, the Gallery is the perfect place to save it. You can add any Notebook page to an existing Gallery collection as a page template. Just open the Gallery collection that you want to add your template to, select the template's thumbnail image in the Side Sorter, and drag the thumbnail onto the Gallery window. Save your expanded collection by selecting **File > Save As** and choosing a new file name and directory location.



Creating Your Own Collections

If you have related templates and pictures that you use often, use the Gallery feature to organize them together in one readily accessible place. Open the Gallery and select **File > New** to open a Gallery window for your new collection. Insert your own templates and pictures by dragging and dropping or browse for images from your existing files by selecting an option from the **Insert** menu. Don't forget to save your changes when you're finished.

