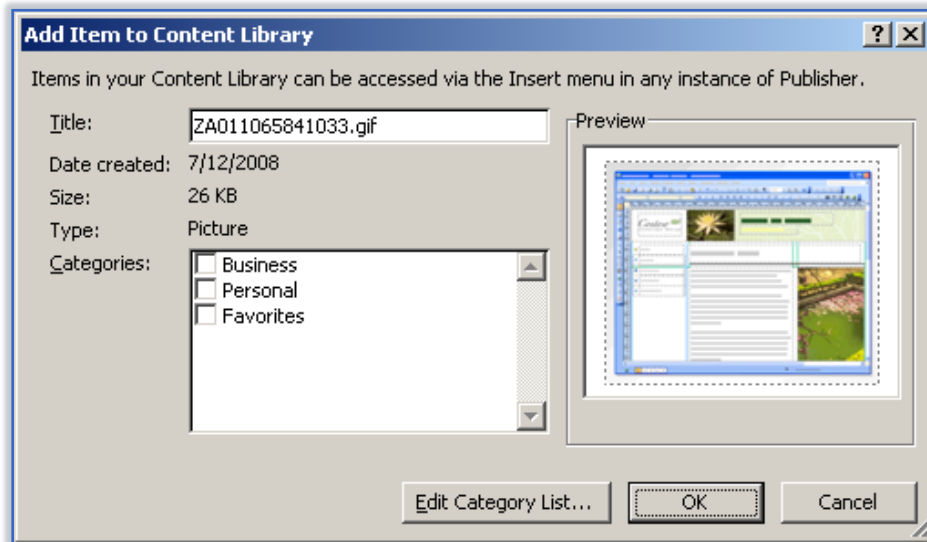


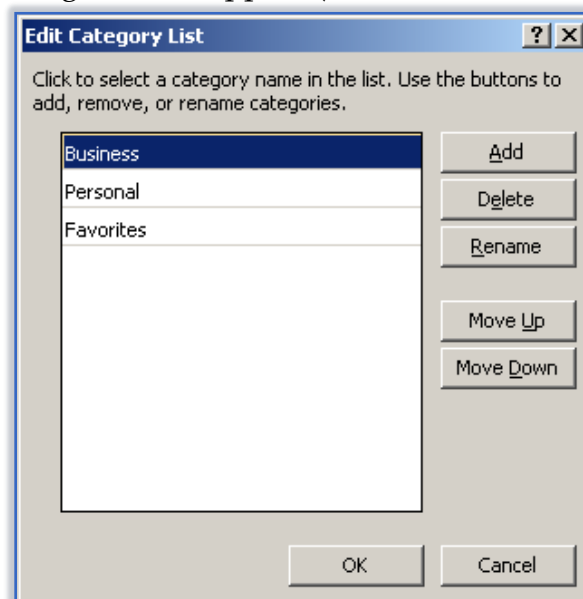
Add Item to Content Library

The Content Library is used to store text or graphics for future use in a publication. For example, if a business or organization has created a logo while creating a publication, the logo can be added to the Content Library so that it can be inserted into future publications. An item from the library can be used as-is or it can be inserted into the publication and then modified.

- † Create the graphic or text that is to be saved.
- † Do one of the following:
 - * Right-click the item.
 - * Click **Insert** on the **Menu Bar**.
- † Click **Add to Content Library**.
- † The **Add Item to Content Library** dialog box will display (see illustration below).



- † A preview of the item will appear in the **Preview** box on the right side of the box.
- † In the **Title** box, input the name for the **Content Item**.
- † Under **Categories**, click one of the check boxes.
- † To add a new category to the **Categories** list, click the **Edit Category List** button.
- † The **Edit Category List** dialog box will appear (see illustration below).



- † To **Add** a new category:
 - * Click the **Add** button.
 - * A new category will appear in the **Category Name** list on the left of the buttons.
 - * Input a name for the new category.
 - * Press the **Enter** key on the keyboard.
- † To **Delete** a category:
 - * Click the **Delete** button.
 - * The category will be removed from the list.
- † To **Rename** a category:
 - * Click the **Rename** button.
 - * The **Category Name** will be highlighted.
 - * Input the new name.
 - * Press **Enter** on the keyboard.
- † To change the order of the categories in the list:
 - * Highlight the category that is to be moved.
 - * Click the **Move Up** button or the **Move Down** button to move the category to the new location.
- † When all the options have been chosen, click the **OK** button to add the item to the **Content Library**.