

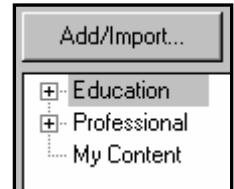
ADDING A GALLERY TEMPLATE TO A NOTEBOOK FILE

The Gallery in the Notebook software includes many different types of page templates for both professional and educational use. Each template is represented as a page with one dog-eared corner. When a template is added to a Notebook file, a new page is created based on the template. To add a template from the Gallery, do one of the following:

- ✦ Press **Insert** on the **Menu Bar**.
- ✦ Select **Picture/Template** from the list that appears.
- ✦ Press **From Gallery** from the next list.

or

- ✦ Press the **Gallery** tab on the right side of the screen.
- ✦ Under **Add/Import** click on either **Education** or **Professional** (see illustration at right).
 - ✦ **Education** - This option contains several additional categories. Click on each category to see what is available.
 - ✦ **Professional** - This option contains two additional categories plus a presentation and a strategy link. Click on each of these items to see what is available.



- ✦ Once a template is chosen, click the list arrow on the right side of the image (see illustration).
- ✦ Press the **Insert in Notebook** option.
- ✦ A new page will be created in the **Notebook** with the template as the background.

