

Working With Notebook™ Software Gallery Collections

Gallery collections help you quickly develop and deliver Notebook files in rich graphic detail. Notebook software gets you started with several Gallery collections of graphical content. You can also create completely unique collections to suit your needs.

When navigating the Notebook Gallery it helps to think of it as an actual art gallery. When you visit a gallery, each area is organized into collections by subject or artist. The Notebook Gallery does this as well – you can tell what area of the Notebook Gallery you are in by reading the headings and subheadings.

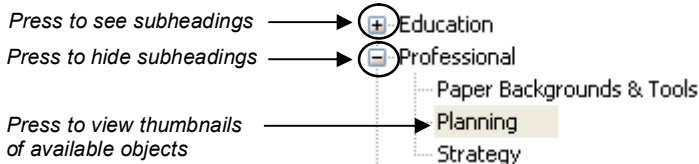
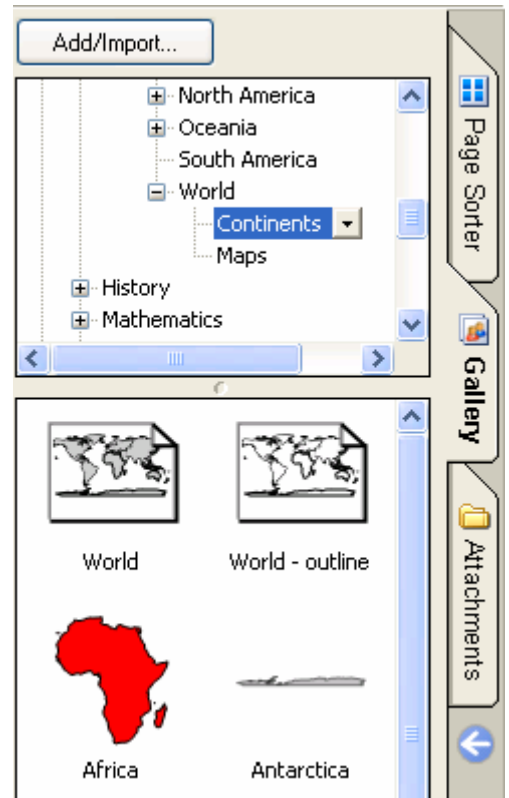
Opening the Gallery

The easiest way to open the Notebook Gallery is to press on the Gallery tab. You can also select **View > Gallery**.

Once you have opened the Gallery you will see two windows. The top window is used to navigate to the collection you need. The bottom window shows you a thumbnail view of the objects and templates available in the selected collection.

Navigating the Gallery

If the collection heading has an icon beside it you can press on the icon to see subheadings within that collection. If there is no icon next to the heading, simply press on the heading title to view the objects included in that collection. If an icon is located next to a collection heading, you can press on it to hide subheading titles.



The Thumbnail View

The Gallery thumbnail view shows you all the graphic objects available in a selected collection. Press on the object you would like to use and drag it to the current page of your Notebook file.

Templates and Macromedia® Flash® files are also located in the collections. Flash files are distinguished by an “F” inside a circle in the top left corner of the thumbnail. You will recognize a template thumbnail by the folded top right corner.

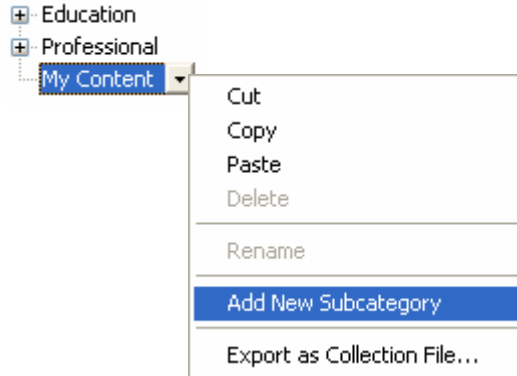


Creating Your Own Collection

The final heading in the navigation area of Gallery tab features a heading labeled **My Content**; we recommend you use this area to create your own collections. This will make it easier to maintain the **Professional** and **Education** categories in their original form, and guarantee that future updates to the Gallery content work correctly.

Steps

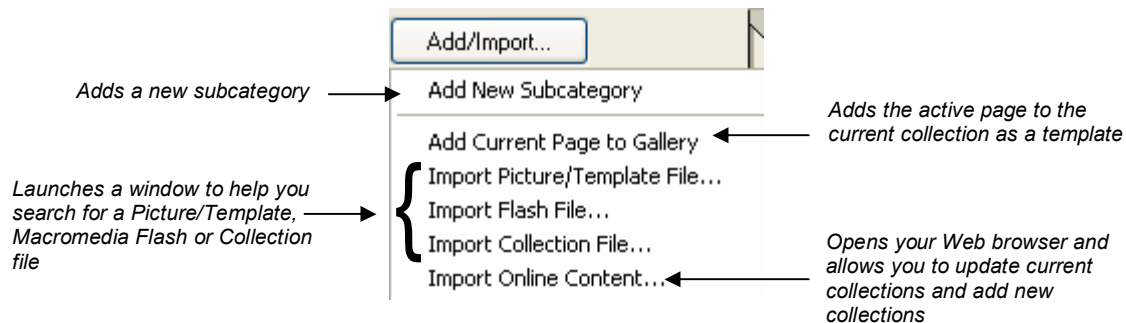
- 1 Select **My Content**
- 2 Select the down arrow (graphic)
- 3 Select **Add New Subcategory**
- 4 Select new category
- 5 Select the down arrow
- 6 Select **Rename**
- 7 Rename your new category with the keyboard and press **Enter**



You can add graphics to your new category by simply dragging an object from the whiteboard or other application directly to the thumbnail view. The object will retain whatever properties it currently has. You can also use the **Add/Import** button.


The Add/Import Button

Selecting the **Add/Import** Button causes a drop-down menu to appear.



Using the **Add/Import** button enables you to add a graphic to a gallery.

Steps

- 1 Select  located at the top of the Gallery tab
- 2 Select **Import Picture/Template File...**
- 3 **Browse** to the file you wish to import
- 4 Select the picture or template
- 5 Press the **Open** button

To import a Macromedia Flash or Collection file, select the **Import Flash File...** or **Import Collection File...** in step 2 outlined above, and then continue with steps 3–5.