

## Add Content to Gallery

SMART Notebook software objects and pages can be added as support files to the My Content category in the Gallery.

### ADD OBJECT

- ✚ Select the object that is to be added to the **Gallery**.
- ✚ Drag the object towards the **Gallery** button on the bar on the left side of the window until the **Gallery** tab displays.
- ✚ Drag the object to the **Gallery My Content** category or one of the subcategories.
- ✚ Click the subcategories link to display the object.
  - ★ It is not possible to drag an object if it is locked in place.
  - ★ To change a **Gallery** item name:
    - ✚ Select the item.
    - ✚ Press the **Menu Arrow**.
    - ✚ Select **Rename**.



### ADD PAGE

- ✚ Create and modify objects on the page until it looks the way you want it.
- ✚ Press or click **File** on the **Menu Bar**.
- ✚ Select **Export Page as Gallery Item** from the list of options.
- ✚ The **Save Pages as Gallery Item** window will appear.
- ✚ Browse to the folder where the page is to be saved.
- ✚ Input a name for the page in the **File Name** box.
- ✚ Click the **Save** button.
- ✚ Click the **Gallery** button to open the **Gallery**, if necessary.
- ✚ Press or click **My Content** or a **Subcategory** in the **Gallery Category List**.
- ✚ Press the **Menu Arrow** for the category.
- ✚ Select **Add to My Content**.
- ✚ The **Add to My Content** window will appear.
- ✚ Browse to the folder where the page was stored.
- ✚ Select the item that was saved previously.
- ✚ Press **Open**.

### ADD SUPPORTED FILE

- ✚ Click the **Gallery** button to open the **Gallery**, if necessary.
- ✚ Press or click **My Content** or a **Subcategory** in the **Gallery Category List**.
- ✚ Press the **Menu Arrow** for the category.
- ✚ Select **Add to My Content**.
- ✚ The **Add to My Content** window will appear.
- ✚ Browse to the folder where the item was stored.
- ✚ Select the item that is to be added to the **Gallery**.
- ✚ Press **Open**.