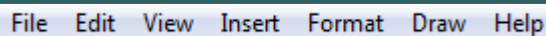


CREATE ITEM USING TEMPLATE

Creating a page template is a way to reuse content on a Notebook page. Templates can include a blank calendar page, agendas, ruled writing page, and so forth. These templates can serve as backgrounds for many different document types. Templates can also include text, shapes, lines, and images. When a template is used to create a new Notebook page, the objects will have the same properties that were given to it when it was saved. To create the new Notebook file and add a template:

- ✦ Press or click **Insert** on the **Menu Bar**.

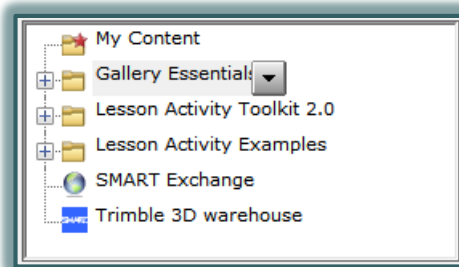


File Edit View Insert Format Draw Help

- ✦ A list of several options for creating an item will display.
- ✦ Select one of the options from the list.
- ✦ The dialog box needed to create the item will display.
- ✦ Complete the steps necessary to create the item.
- ✦ Once all the steps are completed, the new item will appear on the page.

or

- ✦ Press or click the **Gallery** button (see illustration at right) in the frame on the left of the Notebook window. The Gallery button is the bottom one.
- ✦ A gallery of different categories will display in the top box (see illustration below).



- ✦ In the top window, click one of the categories.
- ✦ Click the plus (+) sign to the left of the category to display additional items.
- ✦ A list of additional categories, such as Pictures, will display.
- ✦ Click the arrow to the left of the category to display the available items.
- ✦ Do one of the following to add the item to the page:
 - ✦ Double-click the item.
 - ✦ Click the item, click the arrow in the upper right corner of the item, and then click **Insert in Notebook** (see illustration at right).
- ✦ The item will appear in the Notebook page.

