

Adding Your Own Content to SMART Notebook Gallery (My Content)

The Gallery contains images, backgrounds, multimedia content and pages that you can use over and over again in your lessons. The Gallery is already populated with a ton of material, but you can add your own as well.

To Add an Image to the Gallery

You may find an image online that you want to use over and over again and not have to look for it again. Follow these steps to save it to My Content so that it is always available to you:

1. Get the image onto the Notebook file. If you are using an image from the Internet, simply copy it while on the webpage and then paste it into the Notebook.
2. If the Gallery isn't visible, press the **Gallery** icon. 
3. Click on the image and then drag it on top of the folder "**My Content.**" Note that the item cannot be locked in place.
4. Note that you can make your own folders in the My Content area of the Gallery. Just right click on the item "**My Content**" and choose "**New Folder**" and then type in a name so that you can find it easily.
5. You should change the name of the image if it doesn't have an appropriate name. To do so, click on the image you have inserted and use the drop down menu at the upper right hand side of the image and choose "**Rename.**"
6. You may also want to add keywords so that it comes up when you search the Gallery for images. For example, if you bring in an image of a sun, you will want to use some keywords such as weather, sun, warm, happy, yellow, etc. so that when you search the gallery, this image will come up.

To Add a Page to the Gallery

You may take the time to create a page that you can use over and over again. You can add this whole page to the gallery.

1. Create the Notebook page and add any images and text that you want to appear.
2. Once it is the way you want it to be (you can lock down items if you like, set fonts, etc.), locate it in the **Page Sorter**.
3. Drag the page from the Page Sorter to the Gallery and put it on top of "**My Content.**" You can drag it to a folder if you have created any.
4. This page will come up as a page or background. These are indicated by the page looking as if it's turned down on the icon for the page.
5. You should rename it and assign keywords as you did in Steps 5 and 6 above so that these pages come up when you search the Gallery.

SMART Board Tips

Example of a Page Saved in the Gallery (page corner turned down to indicate that it is a page or a background).

Categories and Subcategories in "My Content"

As noted in Step 4 on the prior page (To Add an Image to the Galley), you can set up subcategories (folders) in the "My Content" area of the Gallery. You can also move items from one subcategory to another, as follows:

1. If the Gallery isn't visible, press Gallery. 
2. Browse to the category that contains the item you want to move.
3. The Gallery will show the contents of that category.
4. Drag the item to another subcategory or folder.

NOTE: if you want an item to appear in multiple subcategories, you can click on the item in the given folder and then click the down arrow at the top of the item and choose "Copy" and then click on the other subcategory or folder and choose "Paste." The item will then appear in both folders or subcategories.

