**To add a page to the Gallery**

1. Create and modify objects on the page until the page appears exactly as you want it to.
2. Select **File > Save Page as Gallery Item.**  The *Save Page as Gallery Item* dialog box appears.
3. Browse to the folder where you want to save the page.
4. Type a name for the page in the *File name* box.
5. Press **Save.**
6. If the Gallery isn’t visible, press **Gallery** .
7. Select **My Content** (or one of its subcategories) in the Gallery’s category list, press its menu arrow, and then select **Add to My Content.** The *Add to My Content* dialog box appears.
8. Browse to and select the item that you saved in step 5.

Press **Open**

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