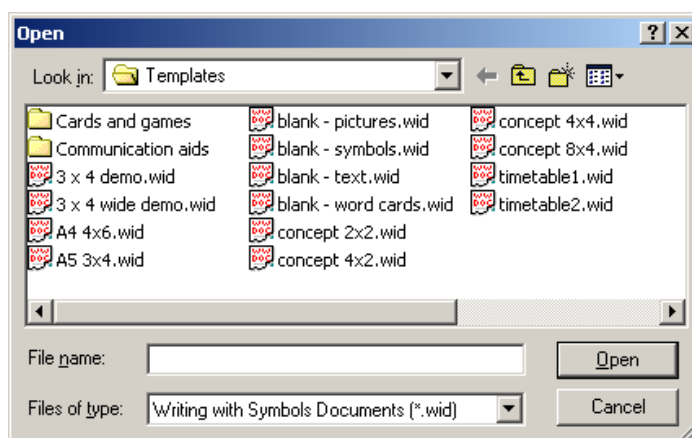


## Making and Using Templates

## Help Sheet 8

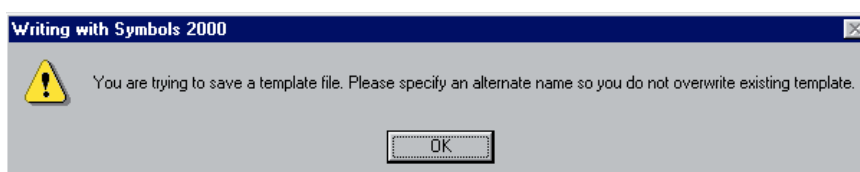
There are times when it is useful to have a ready-made 'blank' grid or document which can be used over and over again without having to remake the basic layout. For example there are templates provided to make overlays for most of the common communication aids and overlay keyboards.

When you select Grids for Writing from the front screen you are given three options: Own grid, New Grid and Templates. The Templates folder contains a number of ready-made items for your use.



For example, the A4 4x6 is a full A4 grid already set out with margins so that it sits nicely on the printed page. The Concept grids are made to fit the Universal Overlay Keyboard. In the Cards and Games directory there are templates for a number of standard Avery label sheets, which are great for making flash cards and other teaching aids.

If you use a template, you should select **Save As..** to give it a new name and to save it in the Own G area. If you forget, and choose just to **Save** it you get the following message:



This allows you to save it as a template of a different name or to navigate to the normal grids area.

You can also add your own grids to this Templates folder. Any document saved in the templates folder will be protected as described above, so that it cannot easily be overwritten.

### Communication Aid overlay templates.

Some of the communication aids are larger than A4 (e.g. Alphatalker) and so cannot be printed on one sheet of paper. In these cases there are two files for the overlay – for the right and left sides of each.