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# Amending\*, Saving and Using an Amended

## Template

\*Design features only (layout is fixed)

Sometimes users may wish to amend the design features in existing templates to suit their own colour, branding, design etc needs and to then use this amended template again in the future with new content. This could be, for example, a timetable template, formatted in a way that is standardised across the school, or a flashcard template made with square corners and no shadow, for ease of cutting on the strimmer.

### Amending a Template

 Open an existing template (via Create from a **Vocabulary Sheet** Template button). First type text First type text Symbol First type text Symbol First type text Symbo First type text First type text Symbol Symbol First type text First type text Symbol Symbol First type text First type text 2. Edit / format this to fit your needs. Widgit School Science Vocabulary Sheet First type text First type text Symbol First type text First type text Symbol First type text First type text Symbol Symbol First type text First type text Symbol Symbol First type text symbol First type text symbol

#### 3. Click Save As Template.



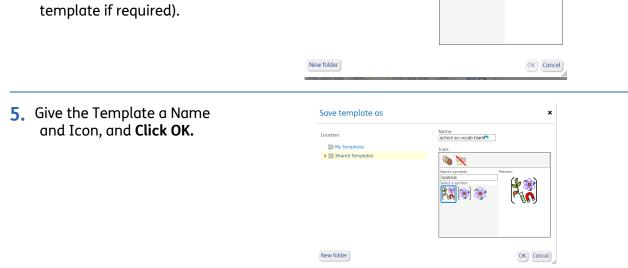
Name:

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arch symbols ect a symbo ^

×

 4. On the Pop-up window choose the location you wish to save – My Templates or Shared Templates (you can also create a New Folder for the template if required).



Save template as

My Templates
Shared Templates

Location

### Using an Amended Template

You (and in Shared folders, others) can now use the template you have made, filling it with content, or editing the template itself.

Locate the saved template. You now have two options:

- A) Edit the template
- B) Make a document

Title		Edit	Make document	Download	Crea
🔄 Refugee pack	I	60 View			Sue t docu
🔄 School Templates	Ι	60 View			Grah
🚬 Autism Pack	I	60 View	_		Adar
🧱 school sci vocab blank	I			🛃 WODot	Vicky
🔡 ourschday	Ι			WODot	Vicky

1. (A) To edit, click the pencil. Search Ē The template will open -Widgit School Science Vocabulary Sheet **P** Find Syn you can tell it is in 🐂 🐂 Add sec First type text First type text template mode because Symbol Symbol there is an **orange** First type text First type text Symbol Symbol background. First type text Symbol First type text Symbol First type text Symbol First type text Symbol First type text First type text Symbol Symbol First type text First type text Symbol Symbol File Symbols 2. (A) Make any changes, and + then **re-save** as a new template. Widgit School Geography Vocabulary Sheet  $\rho$ Symbol First type text First type text Symbol First type text First type text Symbol Symbol First type text First type text Symbol Symbol First type text Symbol First type text Symbol First type text First type text 3. (B) To make a document **+** from one of the templates, 2 Widgit School Science Vocabulary Sheet **click** on the document icon. The template will First type text First type text Symbol Symbo open in document mode with a **blue background**. First type text Symbol First type text Symbol First type text First type text Symbol Symbol First type text First type text Symbol Symbol 4. (B) Fill the template with your content. Click Save As Widgit School Science Vocabulary Sheet to save your document. wire circuit bulb conductor

cell

switch

insulator

series