Widgit Online

Website: www.widgit.com/support
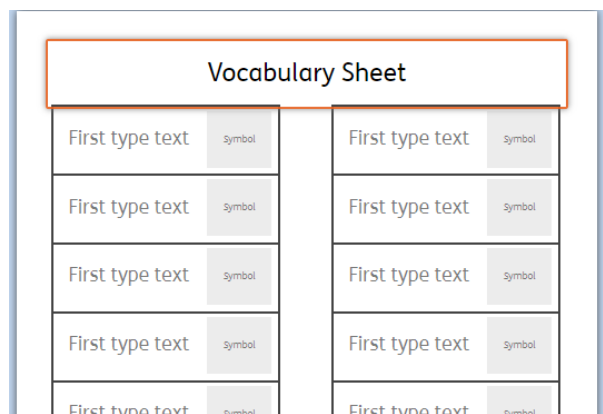Telephone: 01926 333680
Email: support@widgit.com

Amending*, Saving and Using an Amended Template
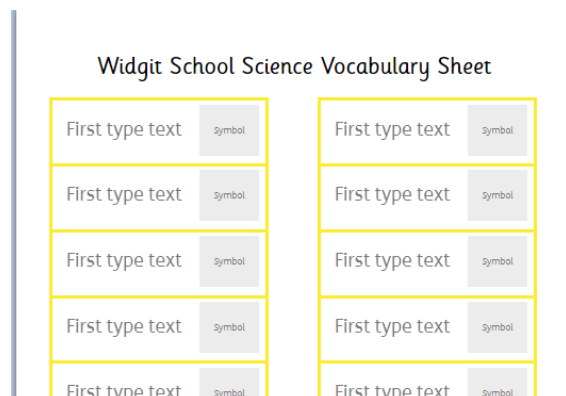
*Design features only (layout is fixed)

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.
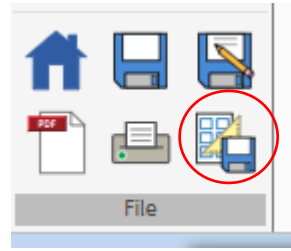
Amending a Template

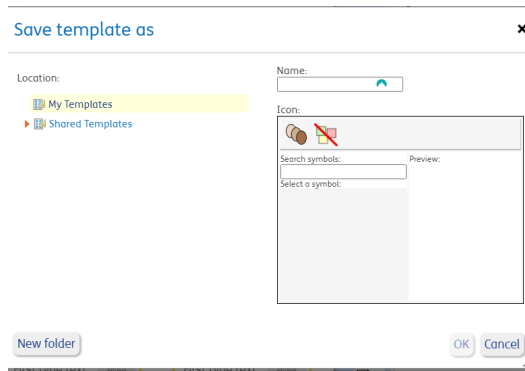1. Open an existing template (via **Create from a Template** button).
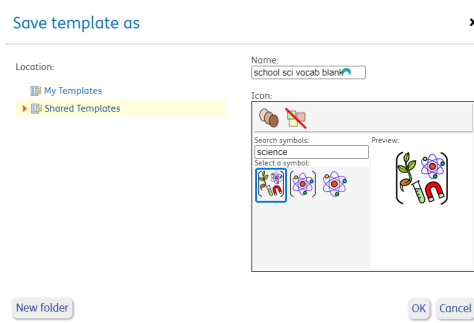

2. **Edit / format** this to fit your needs.

3. Click **Save As Template.**

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).

5. Give the Template a Name and Icon, and **Click OK.**

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.
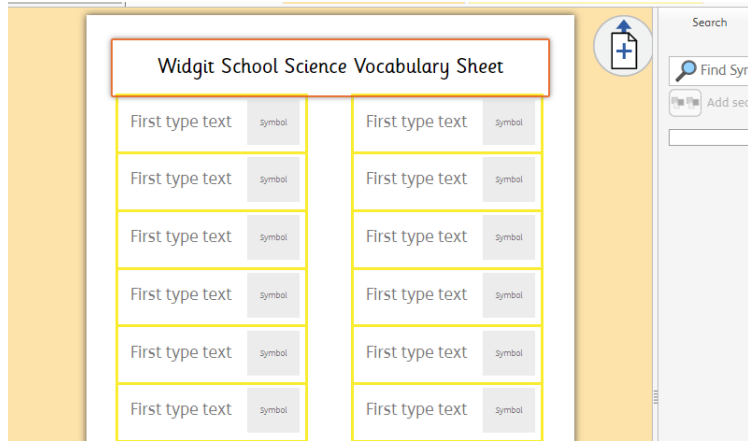
Locate the saved template. You now have two options:
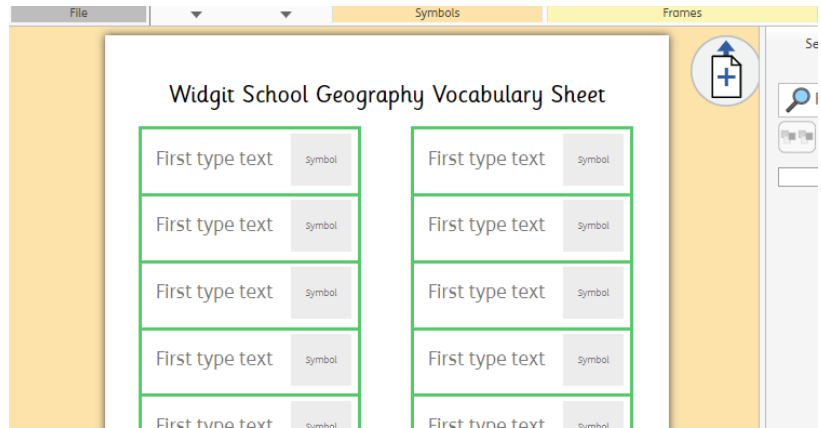
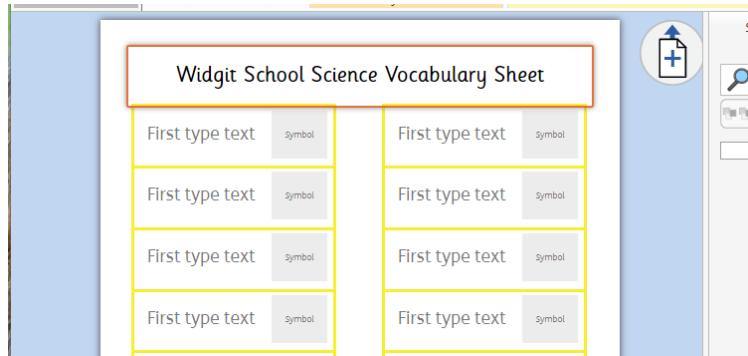A) **Edit** the template

B) **Make** a document

1. (A) To edit, click the pencil. The template will open – you can tell it is in template mode because there is an **orange background**.

2. (A) Make any changes, and then **re-save** as a new template.

3. (B) To make a document from one of the templates, **click** on the document icon. The template will open in document mode – with a **blue background**.

4. (B) Fill the template with your content. Click **Save As** to save your document.