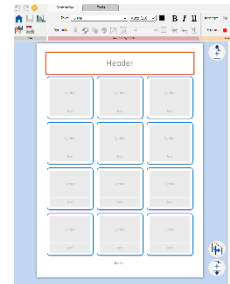




How to Use User Templates

Extend the range of available resources by making your own templates. You can edit the Widgit Online templates to create personalised templates.



Create a Template

To create your own template, open the Widgit Online template that you wish to base it on.

Make any changes you require then click **Save as Template**. Your new template will be saved in the root of your **My Templates** folder.



Save template as

Location: **My Templates**
Shared Templates

Name:

Icon:

Search symbols:
Select a symbol:

Preview:

New folder

OK Cancel

Using Your Templates

To use your templates click on **Create a Template** in the documents list. This will open the template chooser. In the left hand menu you will see **My Templates**. You can view specific template folders or **All My Templates**.

When you select a folder, thumbnails of your templates will be displayed to the right. Click on the thumbnail to open the template in the editor.

Group account users will also have a section for Group templates.

My Templates

All My Templates

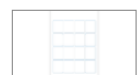
Templates (1)

Shared Templates (3)

All My Templates



2 x 1 template

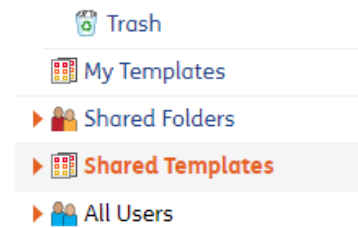






test template

Managing Templates

In the documents list there is a folder for **My Documents** and a folder for **My Templates**. In the documents list you can make new folders, move and rename files. Note: Templates have to be stored in your **My Templates** folder. They cannot be moved into your **My Documents** folder.

You can also download and upload **User Templates** to move them between accounts.



<input type="checkbox"/>	Title	Edit	Make document	Download	Last modified
<input type="checkbox"/>	 2 x 1 template			 WODot	1m ago

Editing Templates

To edit a template, click on the file name in the documents list to open it in editor. You will see that you are editing a template, rather than creating a document, because the editor will have an orange background.

When you have made the changes you wanted to make, you can save the template or save as a new template.

