

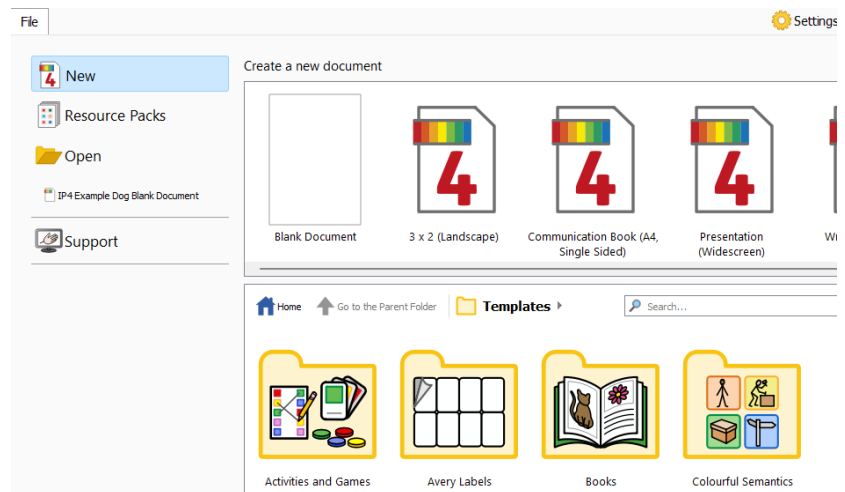


Templates

InPrint 4 comes with a wide variety of ready-made **Templates** that you can use as starting points for your resources. You can also **Create and Save** your own templates – useful for ensuring consistency across the whole-school. Templates are a big time-saver when resources you are creating on a daily basis have the same structure and format.

Opening Templates

To access the templates, click the **File** tab, then click the **Templates** will be presented to you under the **New** tab. You will then be shown a number of folders, sorted by topic, containing ready-made templates. Double-click to open the template of your choice.



Using Templates

After opening a ready-made template, you can edit the content and appearance as you would with any other file.

A template is basically the same as any other document, but objects on the first page of a template are copied to every new page that's created in the document. This can be useful if you want to use the same layout across multiple pages.

If you do not want to use the same layout on a new page, then you can edit or remove the template content on that page without affecting other pages in the document.

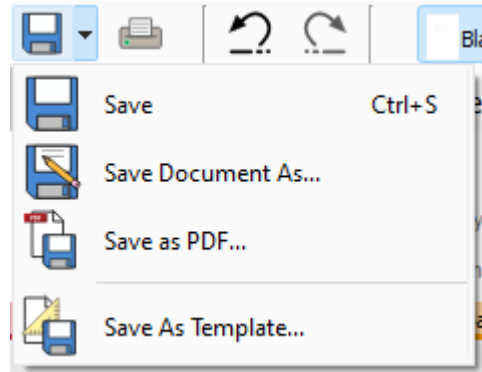
For each template there is a corresponding example **Resource File** that will show you how the filled-in template might look.

Saving Templates

In InPrint 4, you have the option to save your documents as templates. If you need to create resources with the same layout over and over again, you can use a template to save time.



Simply create the resource with the layout that you require, click on the **File** tab, then click **Save As** → **Save Template As**.
Once your template is saved, you can open it from the **Templates** section of the **File Tab**.



Get More Templates

You can download more templates from the Widgit website. To access more templates, click **Templates** on the **File Tab**, then click the **Get More Templates** button at the bottom of the screen.

Get More Templates...