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Templates

Templates are models that authors can use during the production process to help with the creation of e-learning or documentation. This documentation provides an overview of the various types of templates and their update mechanism.

Templates are models that can be used in both e-learning and documentation. They provide a preformed layout and can be interactive or contain animations in an e-learning. When it comes to documentation, templates specify a defined arrangement of paragraphs and (in many cases) formats. The editing rights for templates may be restricted, meaning that you can't always edit all their properties.

You can therefore quickly determine which presentation objects belong to a template. Furthermore, the template name is displayed at the top right-hand corner. This information and reference lines do not appear in the documentation export.

1   Own templates and global templates

Both **own templates and global templates** exist. Own templates can be created, edited and deleted by the respective author. Global templates can only be modified be individuals who possess the appropriate authorization and they are stored centrally in the Curator. Global templates can be used to ensure that e-learning and documentation always have a uniform look-and-feel even in collaborative scenarios involving several authors.

2   Template types

There are three types of template:

Master template

This template consists of a complete step and is basically a blank template which you can fill with content. Whenever a master template is inserted, the entire step is added to the step list.

Step template

This template consists of a complete step and its associated presentation objects. Whenever a step template is inserted, the entire step is added to the step list.

Object template

An object template consists of one or more presentation objects. Object templates can be inserted into any step.

3   Depiction of templates in the E-learning and Documentation views

A master or step template is always a complete step in the **E-learning view**:

The various elements of a step template, along with individual object templates, are displayed in the list of presentation objects.

Templates are marked with a gray frame in the **Documentation view**:

4   Updating templates

Once a template has been inserted, it can be updated at any time. This means that changes which have been made to the template are automatically transferred to all the references used within the document.

If you're using a global template that is managed centrally, you need to have a connection to the Curator in order to receive the current version.

5   Lifting the link to the template

If a template has been used, you can select it and then click the **Unlink template** button to remove the link to the template. The object in question then becomes an independent presentation object and will no longer be updated should the template be changed. If the link to the template has been removed, the object's full range of functions are once again available. In other words, editing restrictions – which may exist due to the associated authorization – no longer apply.

The template author can use the template authorizations to specify that the link may not be removed. If this is the case, the "Unlink template" button will be inactive.