

Document templates

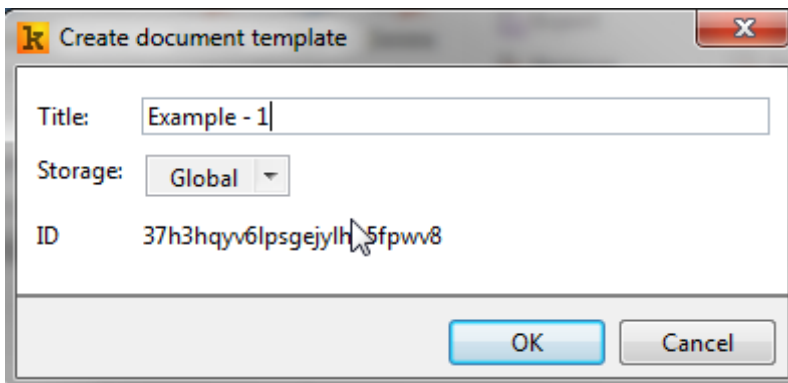
Document templates are useful working models that can be used at the start of the document creation process. Keep reading to find out general information about this tts performance suite function.

1 Creating a document template

A **document template** offers a ready-made design for a document. In the case of an e-learning, this could involve a start page, followed by various page layouts and a conclusion page for the summary. Assuming you have the appropriate rights, a document template can be created via the **Templates** tab in the **Local Workspace**.

This involves creating a document in the Local Workspace that contains the appropriate steps: e.g. a start page, followed by various page layouts and a conclusion page for the summary. Then highlight the document in the Local Workspace and select the **Create a new document template from the selected document** function.

Here you see the dialog for the creation of a document template. You can change the title and specify whether it is to be a **global template** or an **own template**.

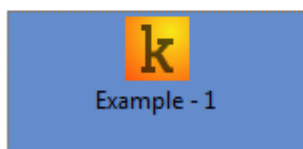


Once you have created the document template, it will be subsequently available whenever you want to **create a new document**. You can then select the template during the document creation procedure.

 This wizard option will be skipped if only one document template exists.

Select template

Please select a template.



2 Editing a document template

Needless to say, it's possible to edit document templates that already exist. Assuming you have the appropriate rights, a document template can be edited via the **Templates** tab in the **Local Workspace**.

The Document Editor will be automatically opened for the editing of a document template in cases where it has been defined in the user options that Producer documents are to be automatically opened. Since a document template is equivalent to a Producer document, all editing functions are available here. This means that it's possible to adapt both the content and the document properties.

Title	Language	File Type
Example - 1	English(US)	TT Document Template
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The template is also displayed in the list of documents in the **Local Workspace**. The entry in the **File Type** column indicates that this is a document template.

3 Transferring a document template to the configuration

A template that has been edited is listed in the **Local Workspace**. However, the current version is not yet available. As things stand, users can still only select the old version of the document template. The new edited version of the document template will only become available once it has been **transferred to the configuration**. Assuming you have the appropriate rights, a document template can be transferred to the configuration via the **Templates** tab ("Apply changes" function) in the **Local Workspace**.

Whenever a document template is transferred to your configuration, it will be simultaneously deleted from the Local Workspace. If you want to make subsequent changes to the document template, it can be opened again for editing at any time.