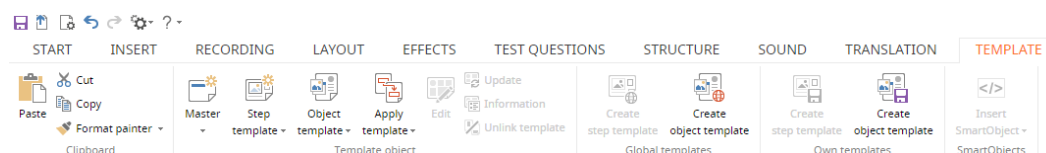


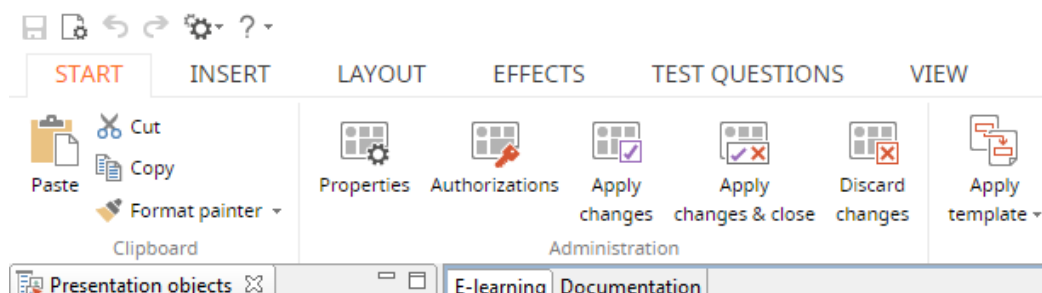
# Perspective: Template Editor

The perspectives guide the user through the interface of tts performance suite. There are different perspectives for the maintenance, editing and management of documents. Keep reading to find out more about the "Template Editor" perspective.



Templates can only be created and edited with the appropriate authorizations. The Template Editor is not accessible if these authorizations have not been awarded. To edit a template from the **Document Editor**, simply select the **Edit** button on the **Template** tab.

The selected template is then opened for editing in the **Template Editor**. **Global templates** can only be edited by individuals who have been granted the appropriate authorization. Not only that, but the **configuration** also has to be checked out from the Curator. This can be done via the User Preferences, assuming that the user has the appropriate authorization.



The **Start** tab in the **Template Editor** contains various template-related functions, the details of which can be found below:



### **Edit template properties...**

This button opens a dialog containing the template's metadata.



### **Edit template authorizations...**

This function opens a dialog in which you can define detailed specifications regarding the rights for all the objects included in the template.



### **Save changes and apply the template locally**

This button is for applying any changes made to the template. The modified template can be inserted. The document is updated while being opened, or an update will be suggested automatically.



## **Apply changes to the template locally, close the Editor and remove the template from the workspace**

The template will be applied and the Template Editor closed. The template will be removed from the Local Workspace. Needless to say, it will still be shown in the list of template objects.



## **Discard changes and remove the template from the workspace**

This button is for discarding the changes made to the template.



## **Edit the selected template**

This function allows you to open a different template included in the template for editing in the Template Editor.