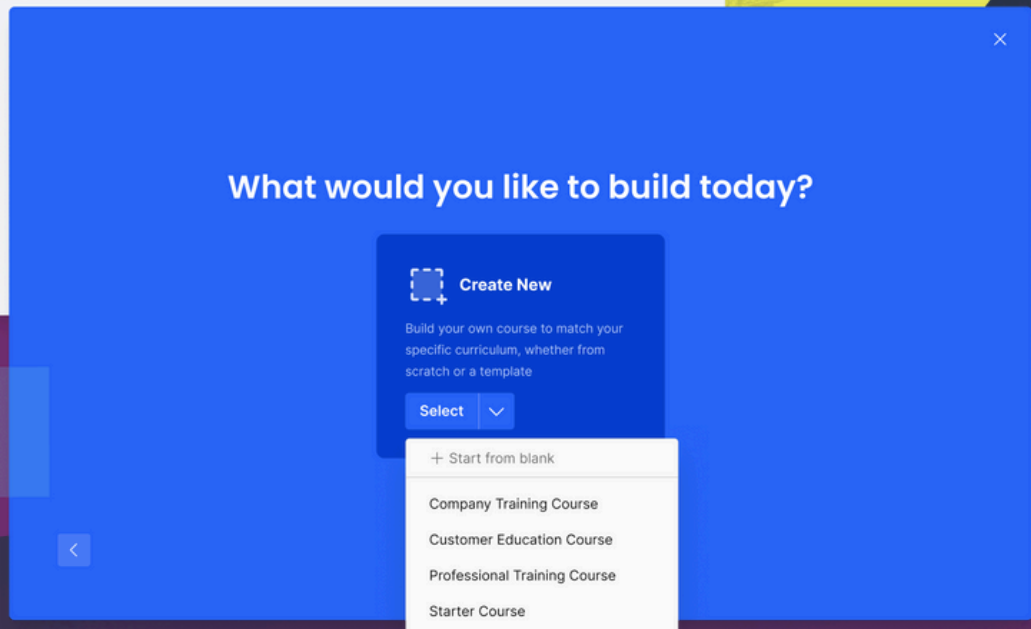
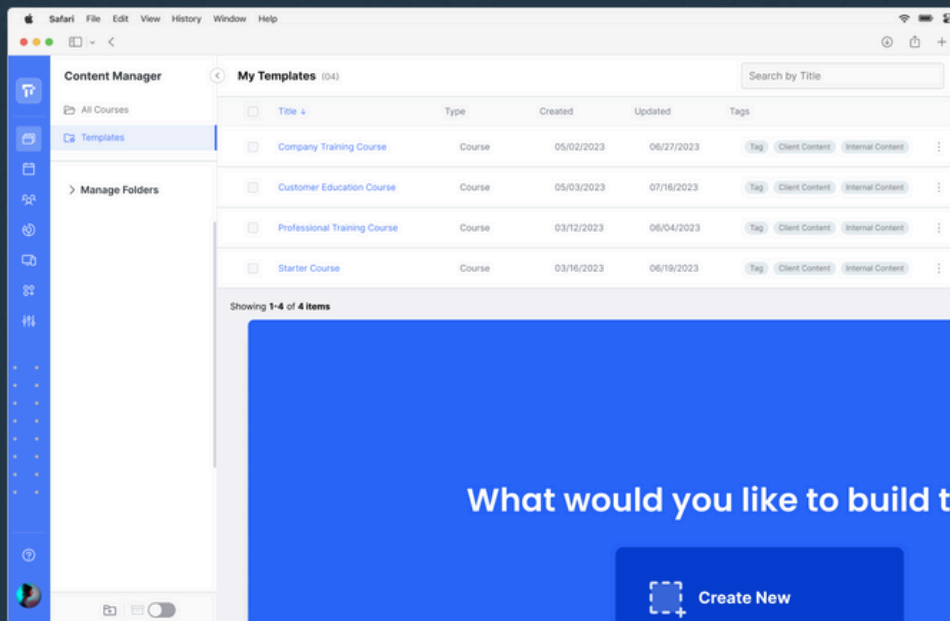


A Quick Guide To Templates



What are Templates?

Designed to supercharge your workflow, the Templates folder is your ultimate destination for saving content items you frequently reuse or clone. Say goodbye to starting from scratch—now, you can effortlessly choose from your saved templates when creating new content, saving you precious time and energy. The folder is an easy-to-access spot that allows you to mark content items as templates and organize them on the content list page. With templates, you can clone a course complete with content and settings from the get-go. Other content item functionality is not affected, so you can even save live courses as templates. Get ready to work smarter, not harder!

Why use Templates?

We know Custom Content Types have their benefits! And we've had Custom Content Types at the forefront of the content creation process for a long time. However, we encourage you to consider switching over to using Templates for the following reasons:

- Custom Content Types copy over when you use a template.
- You can have settings ready to go and outlines started for your content authors!
- Set up an Admin Resource Library with guidelines, how-to's, or encouragement that transfers over from the template.
- Templates will continue to be the focus in the new Content Creation Flow.

How to Transition to Templates

Templates can transform the way you work as content authors! Here are our recommendations for building your template program:

- Set up content items that are templates only. This way you can customize the content item to be a guide and give authors a good starting place (vs having to peel back everything from an existing content item).
- Set up templates with content names that make sense. If you love your Custom Content Types, we encourage you to set up templates specific to each Custom Content Type and name the content as such!
- Take the guesswork out of settings for authors. Make sure your settings are where you want them - most of them copy over for you ([here's a reminder of what does not copy over](#)).
- Add your branding guidelines, style guides, or tagging structure documents to your Admin Resource Library and train your users on what's there. Encourage it to be their first stop before going elsewhere!
- Use the Asset Library! You can give authors a head start in the outline by including repeatable items from the Asset Library. If something needs to change, you can update it in the Asset Library and it will flow through. Authors don't need to remember to include things from the Asset Library if they are given that head start.



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