

Using the Template Wizard

Templates can be used as starting points for a special activities or assignments. The Template Wizard helps you change an Inspiration document into a template.

1. **Create** or **Open** the diagram or outline you want to save as a template.
 - 1) Click **File** menu & choose **Open**. Look in **folders for file** and click on the file – **ai.isf**
 - 2) On the **Utility** menu, choose **Template Wizard**.
 - 3) Choose how you want the template to open, and then click **Next**.
 - i. Choose Exactly as it appears on screen and click **Next**
 - 4) Choose the symbol defaults for the template, and then click **Next**.
 - 5) Choose the link defaults for the template, and then click **Next**.
 - 6) Choose the note defaults for the template, and then click **Next**.
 - 7) Choose the outline defaults for the template, and then click **Next**
 - 8) Choose printing defaults for Diagram View and Outline View, and then click **Next**.
 - 9) In the **Save** dialog box, choose the **folder** where you want to save the template.
 - i. Choose **Templates** folder and filename – **ai**
 - 10) Template is now ready for use.

Using the templates

Inspiration has a series of templates to help you get started quickly. It is also easy to create your own templates and save them.

1. From the **File** menu, select **Open Template....** You will see that the templates are organised by subject area and type.
2. From the **Open Template** dialog box select one of the template folders and click **Open**. Select the template you wish to use then click **Open**.
3. You can now **Edit** content and **Save** as an Inspiration document.