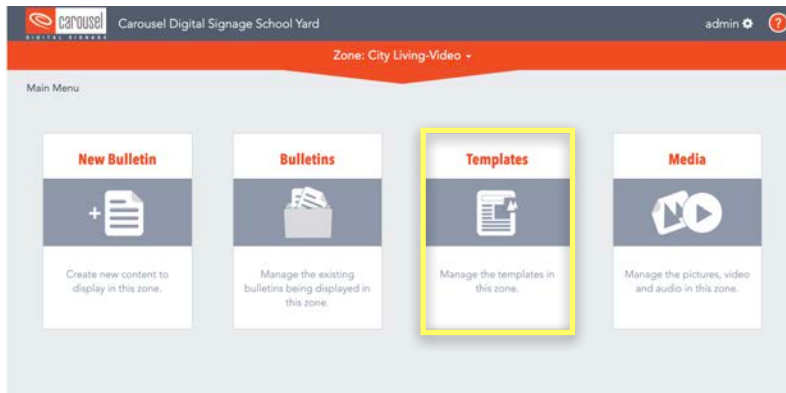
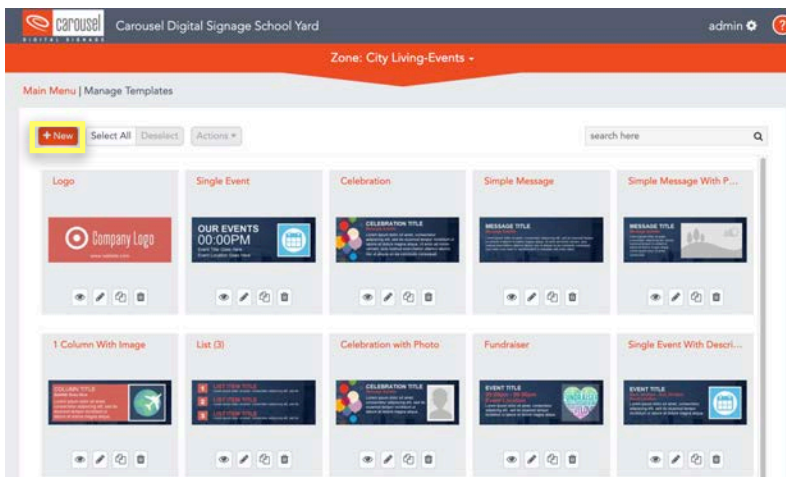


# Managing Templates

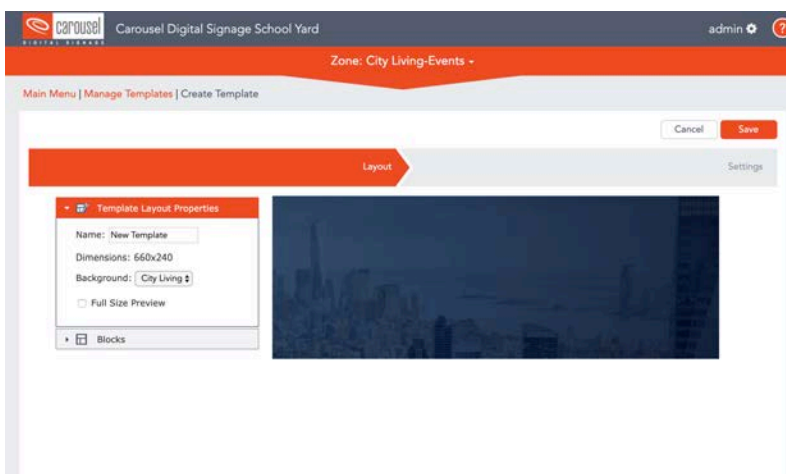


Viewing and managing bulletin templates can be done in any zone, by clicking on the **templates** button.

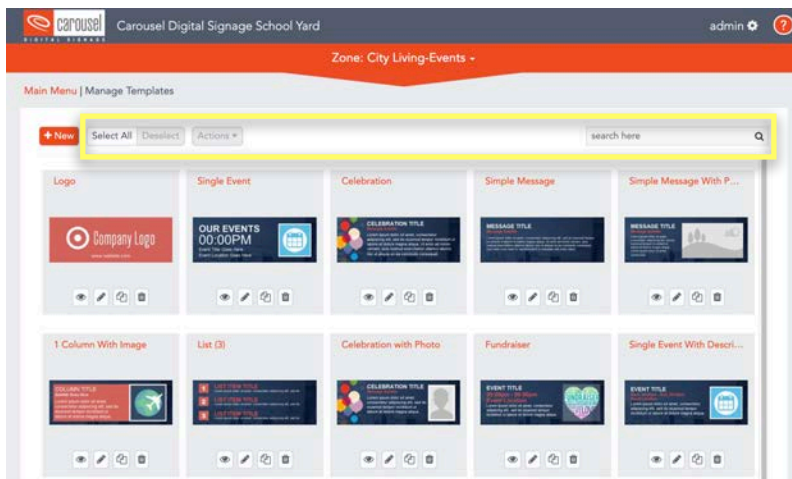


On this page, all of the templates for this zone are displayed. Each zone will have its own set of templates.

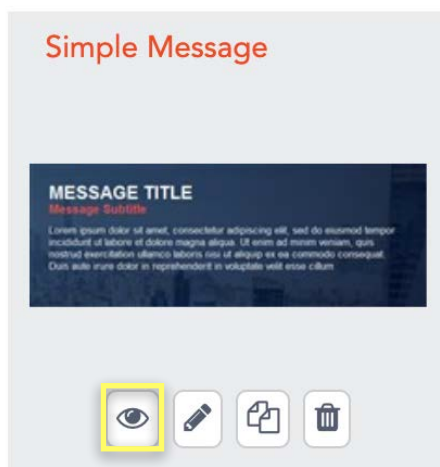
You have the option of creating a **new template**, which we will preview quickly.



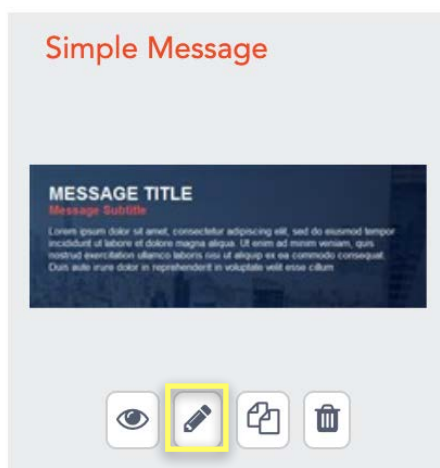
As you can see, you are given a blank canvas and can add backgrounds and blocks. We will go over this more in later training documents.



The same **select** and **action** buttons are available, as were in the manage bulletins area, and you can also search the templates that are listed below.



On each template there are 4 buttons, which allow you to do various things. The first button allows you to **preview** the template to see how it looks in a larger window.



The second button allows you to **edit this template**. You can make any changes that you like to this template, but know that any changes you DO make will permanently change the way the template looks. This is good for personalizing templates to your brand and usage needs.

## Simple Message



The third button allows you to **copy this template** to another zone, so you can have the template available in multiple places. Make sure the zone you are copying the template to has the right dimensions, because the template will be stretched to fit the zone.

## Simple Message



Finally, the **delete** button will permanently delete this template. There is no way to recover it, so make sure you want it deleted prior to confirming on this screen.

Those are all of the options you have to manage our templates in Carousel.

Title: Managing Templates

Course: Carousel 101

Sequence: Video #11

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