Overview
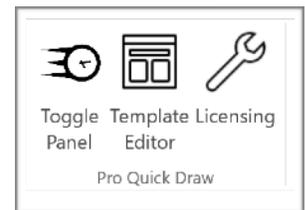
You have two options as a user of the Template Editor in Pro Quick Draw:

1) Select a pre-designed template created by Pro Quick Draw available in the Template Editor Menu with the ability to edit and customize.
2) Make your own from an existing template being used by your team

The following information will give you step-by-step instructions for both. The Template Editor is comprehensive, but after doing once, the outcome will be a custom template for your team to use for the entire season, accessible within the template menu. If you would prefer not to make a template on your own we are happy to provide this service for an additional fee. Please inquire by email and we will provide you that information.

Getting Started with the Template Editor

1) Open Visio and locate the 'Template Editor' icon on the Tool Bar. You will find this on the far right side of the screen between the Toggle Panel and Licensing icons.
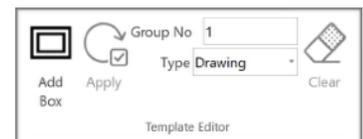
2) Select the 'Template Editor' icon which will take you to the Template Editor page. We want to make you aware of what you see on this page.

3) You will see a menu of already created templates that are available for your use. These are fully editable and can be customized and saved to the exact detail of how your team prefers to create page layouts for your playbook and presentations in Visio.

4) Note the 'Template Editor' Toolbar located to the left of the screen

Select a Template with the Template Editor

Option 1: Use pre-designed Pro Quick Draw Templates:

Loaded in the add-in are templates of various layouts. Take some time to open a few of these files and see how they look in edit mode. Do this by selecting the template you want and select the edit button. Any of these can be changed through the use of the Edit button. All of your modifications can be saved as a new template into the template menu.

1. Outside of Visio, find your template
2. Save it as a new one-page template that is empty without any drawings in it, as it's own Visio file.
3. Open the saved template file which will bring you into Visio.
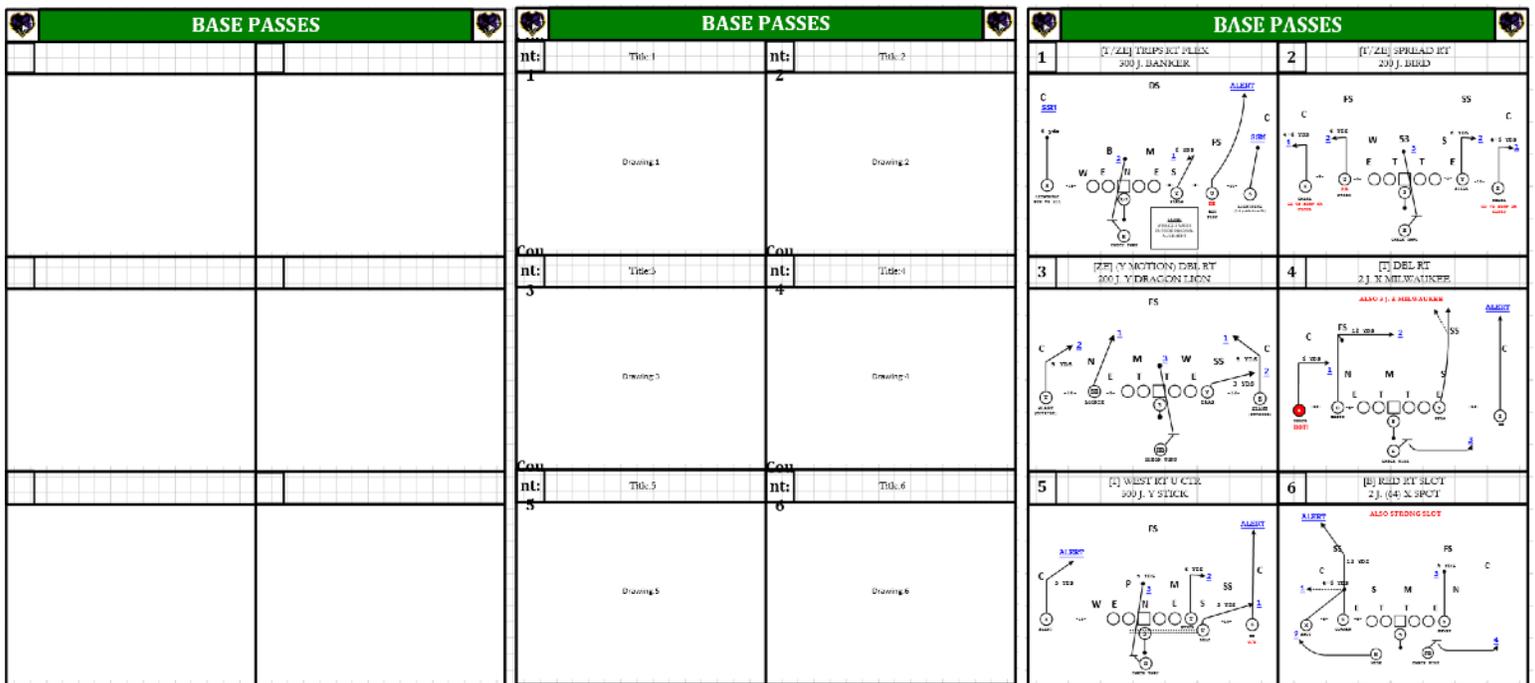4. Select 'Template Editor' which will take you into the template editing mode.

Creating custom templates in the Template Editor

In the upper left corner of the screen you have the Template Editor toolbar. This is an important area to understand how to use and work with. As you edit, create or customize templates you will work with the commands in this tool bar. These commands provide information within the template that direct where you want the actual drawing, title and page numbering to be located within the template. It is the job of the person working with the Template Editor to provide programming directives through the use of the commands in this toolbar. See the examples below:

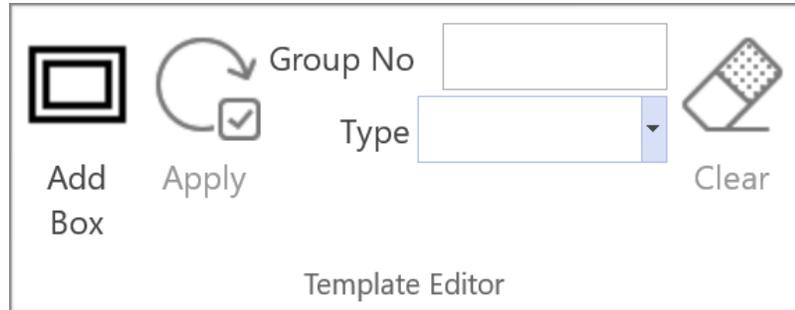| #1 Original Team Template	#2 Editing Template	#3 Finished Template

- #1 is an example of what an already existing Team Template may look like that you used last year with Visio. In this case the team would need to cut and paste the Page Number, Title and Play Drawing into this template to use this template.

- #2 is an example of what your edited Team Template will now look like once you have customized your edits through the use of the commands available in the Template Editor toolbar.

- #3 is an example of plays being displayed on your edited template that were generated from your library of plays using Pro Quick Draw.

Using the Commands on the Template Editor Toolbar

The commands in this toolbar allow you to direct the location of your Page Numbering, Title and Drawing on each template you use. A reminder that you do not have to choose to use page numbering and a title however these are options for the way you customize your display. At a minimum you need to select the location for the placement of your "Drawing" of the play.

'Add Box' Button
Provides you a rectangular shaped box that is moveable and adjustable in size and structure. The purpose of this shape is to create the actual size of the area associated with the size of your play drawing, title area or page numbering. Your job is to maneuver this shape to the location of the drawing, title or page numbering area of your template.

'Group No' Button
First of all, Group No is short for Group Number. As you are customizing your template and working with the Add Box Shape you must associate a number with the area of the template your are customizing. If you are working with your first drawing you want placed on the template this would be Group No 1. If you are creating the location of the second Title you want placed on the template this would be Group No 2 and so on. The Group No command should be attached to every command you create on the template.

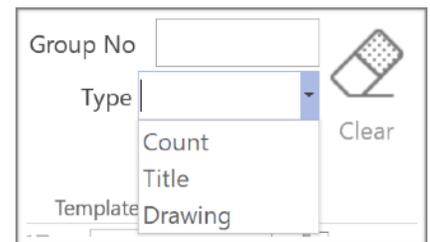The 'Type' Drop Down Menu has 3 Options:

Count = Page Numbering
If you want to have page numbers on your template you need to build shapes and place the location of the page numbering through the use of this command.

Title = Title Box
If you elect to have a title box of some kind on your template this command is used to create that portion of your customized template.

Drawing = The Actual Play Drawing
This is likely the most popular command you will use. Whether you use page numbering or a title box you will most certainly have a play drawing space in your template for each play to be displayed. The "Drawing" drop down is the command used to get that done.

'Apply Button'
Once you have moved the Add Box Shape to the exact location of where you want your drawing, title or page numbering located you must use the "Apply Button" to save the location and the commands from the Group No and Type selections that you made. Note: You must have the shape selected or the "Apply Button" will not allow you to save your command.

Summary & Reminders
The objective of the Template Editor is to allow you the flexibility of working with the add-in on your own at your own time.

You now have the flexibility to edit the templates we provide in the Pro Quick Draw add-in or customize and save an already existing template you currently use with your team. If you would prefer to have your starter templates created by our team at Pro Quick Draw we are happy to do so for a template building fee. Please inquire by email with questions.

Please visit our website for a full tutorial on the Template Editor features as well as many other informative video tutorials and relevant information to help you grow with Pro Quick Draw and streamline your work for the season!