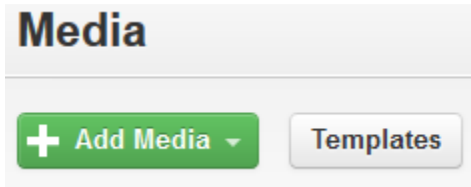


How do I create a Template?

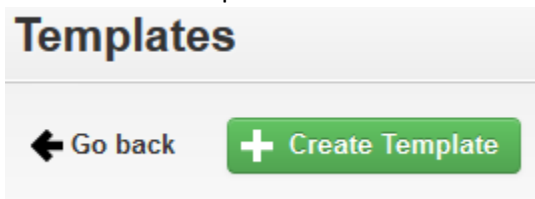
Please keep in mind, you will be the only one with access to any templates you create.

Once in the Admin dashboard:

1. Select Media from the left bar
2. Near the top should be the Templates button for you to select:



3. Select Create Template



4. Make sure to enter in
 - a. A name for your Template
 - b. A base Title
 - c. The collection you will be uploading to
5. From there you may enter any Descriptive, Rights, Publishing, and Sharing information or selections media using this template will be using.
6. Once you are finished adding any information you would like in your template, make sure to scroll to the bottom and select Save Template!