1-Pager — on **Spawning a New Template**

Templates are created from Master Documents that exist for Disaster Recovery purposes.

Changes to styles, swatches and snippets are done on a multi-page master document. From this document, which allows template managers to revert changes and make a package for off-site disaster recovery, templates are spawned.

» SPAWNING

Step 1
With the master document open in InDesign, click the BLOX Total CMS menu, hover over Development Mode and select Activate Development Mode.

Step 2
In the dialog box, type the super-secret passphrase that all good template managers should be responsible enough to remember.

Step 3
Click OK.

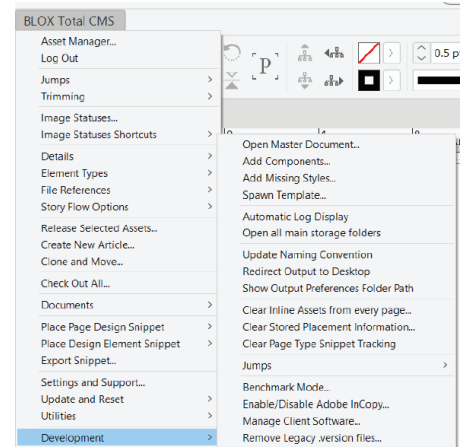**Step 4**
Click the BLOX Total CMS menu, hover over Development Mode and select Spawn Template.

Step 5
Choose your spawning options.

Step 6
Click OK.

» SPAWNING OPTIONS

CONFIGURATIONS: You can save a specific configuration for future use.

DEFAULT MASTER PAGE: This sets the Default Master Page in the template. The majority of pages in a publication typically have folios, so this is often the default master page.

REMOVE MASTER PAGES: You can remove specific master pages that will not be used in a specific template. This will reduce the file size.

NUMBER OF PAGES: Some templates may need to be a multi-page template. This is rare.

DEFAULT LAYER: If your template has multiple layers, you can set a default layer to be active.

MEASUREMENT SYSTEM: You can set the measurement system for your template. Most sites prefer picas horizontally and inches vertically, but you can set it however the newsroom prefers.

EXPORT FONTS: This allows you to export all fonts used in the documetn to a folder.

EXPORT PRESETS: This exports PDF and Print presets to a folder.

CLEANUP DIRECTORY: This removes previous master documents from the folder and moves them to the Backups folder.

BACKUP TO DESKTOP: This makes a backup of the master document and template to a folder on the users desktop -- for safe keeping.

TEMPLATE NAMING: This allows the user to enter a base name for the template. Whatever is entered here will be the template name.

INCLUDE VERSION: This allows the user to append the InDesign version number to the template name.

In the templates directory after the spawning procedure is done, you will find:
1. A new template with a new creation date
2. A new master document with an increased number
3. The previous master document in the Backups folder
4. The fonts in a fonts folder, if you chose that option