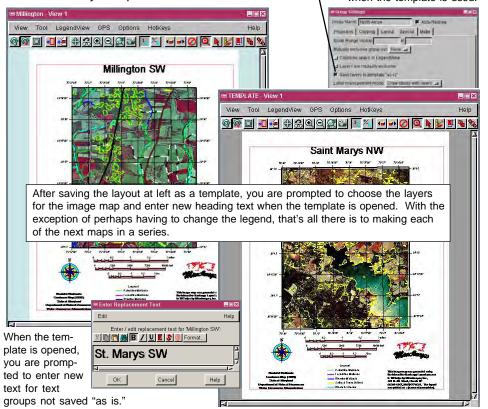
## **Layout Templates**

**DID YOU KNOW...** you can save a layout as a template?

## What Layout Templates Give You

- Quick and automated means for making maps in a series
- Prompting for groups you want to replace
- Automatic map grid coordinate adjustment
- Direct entry of replacement text

Turn on this toggle when you want the group's layers to be unchanged when the template is used.



## How to Create and Use a Template

- Make a layout as usual.
- Indicate which groups you want to remain unchanged in the template (Group Settings window), then choose Display/Save As Template.
- Choose Display/Open, or Display/New/From Template, and select the template
- Replace groups and alter text as prompted.
- Replace the legend if necessary.

**WANT TO KNOW MORE?** 





