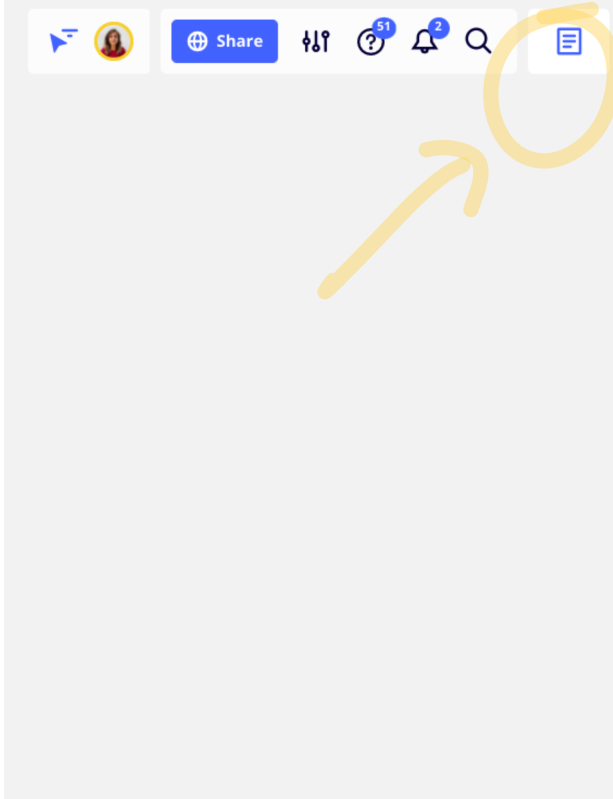


How to create a template?

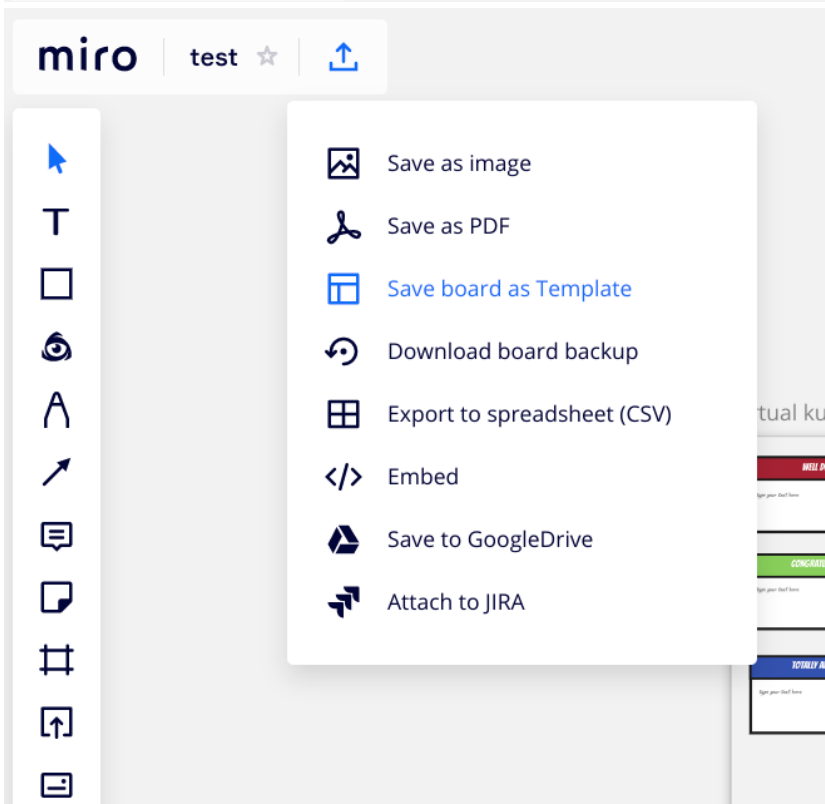
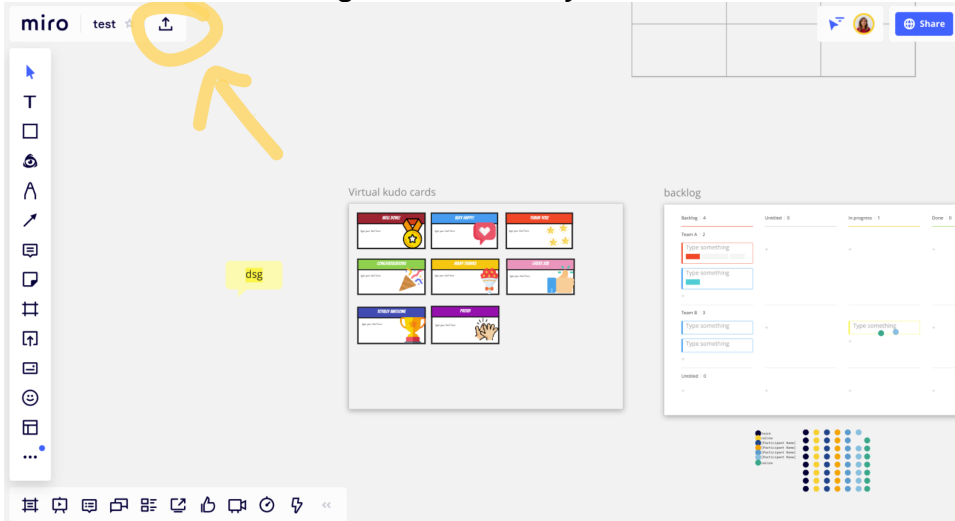
- **How to create a template from an entire board?**

1. Create your board

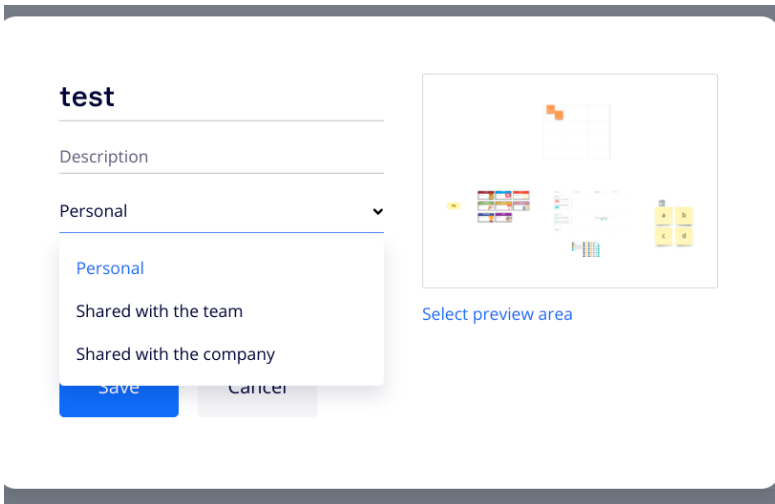
2. You can put some notes in Notes to give guidelines on how to use your board:



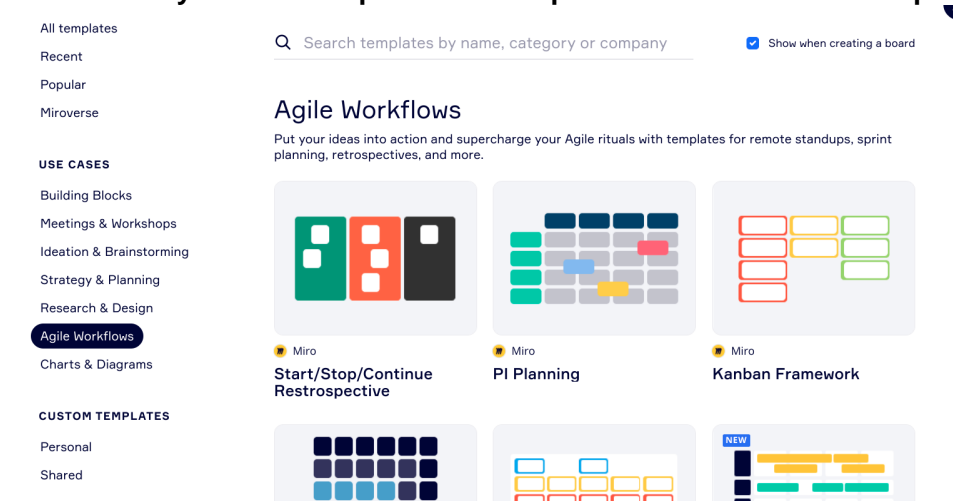
3. Click on the icon at the right of the title of your board and select "Save board as template"



4. Give a title to your template and a short description. And select if you want your board to be available for yourself only, for the team where you create your board (Solvay All by default) or for the entire employees of Solvay.



5. You will find your own templates in "Templates" under "Custom templates"

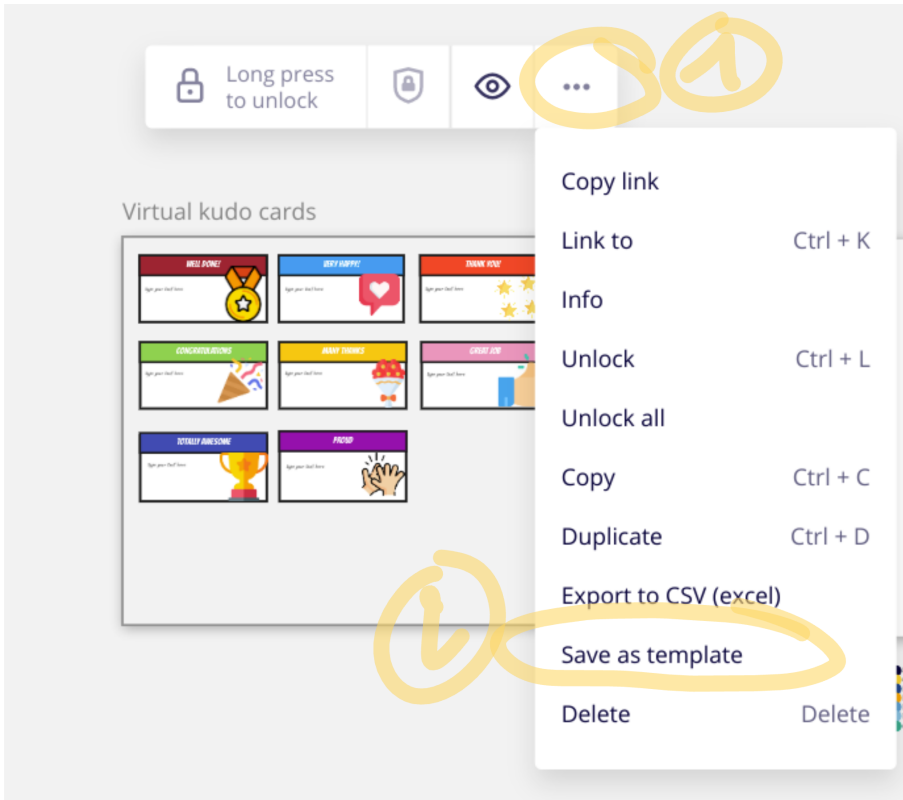


- **How to create a template from an activity in my board?**

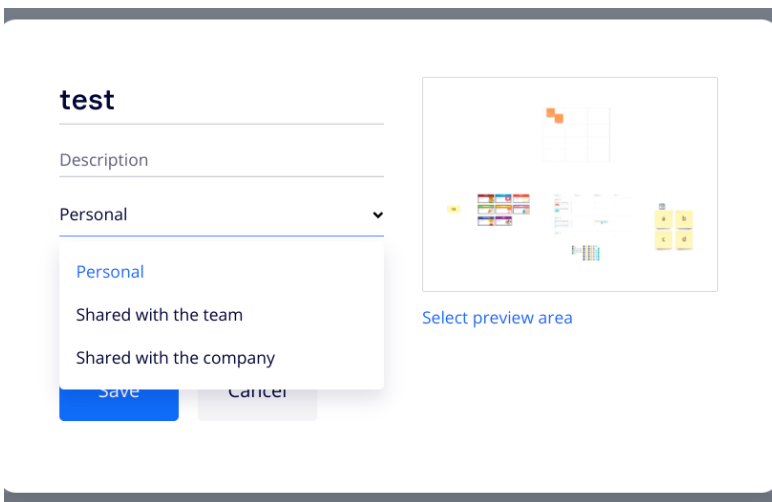
1. **Create your activity in a board.**

Don't forget to use a frame to group all the shapes and post it you are putting together.

2. Click on your frame and on the 3 dots. Select "Save as template".



3. Give a title to your template and a short description. And select if you want your board to be available for yourself only, for the team where you create your board (Solvay All by default) or for the entire employees of Solvay.



4. You will find your own templates in "Templates" under "Custom templates"

