

## Creating a New Template

1. Select the folder where you want to create the template, typically the **Object Templates** folder.
2. Right-click in the folder (not over a selection) and select New > object type > (none).
3. Select Make this object an object template on the General tab.
4. Type a description for the object template (for example, Procedure Topic Template).
5. Select a different template under Base this object on... and click Apply. This grabs the settings of the template (labels for some fields on the screen turn blue to indicate inheritance).
6. Select **(none)** as the template. This removes the connection to the original template, while retaining the settings of the original template.

When creating a topic template, the information on the Related Topics tab is removed when you select (none) as the template.

7. Modify the settings as desired. Verify that the Description field on the Document, Windows Help, and HTML tabs is blank, or all new objects based on this template will adopt it.

## Creating a New Media Object

The easiest way to create a new media object is to duplicate an existing media object:

1. Select the folder where you want to create the media object, typically the **Media** folder.
2. Double-click the media object to open it in the editor.
3. On the main AuthorIT menu bar, select Object > Duplicate. AuthorIT displays a confirmation message.
4. Click **Yes**. AuthorIT creates a duplicate, called "Copy of [original media object name]."
5. On the General tab, modify the description of the media object to reflect its purpose.
6. Make any other changes as needed. For example, change the underlying template, section start setting, number of columns, margins, page numbering, and so on.

## Creating a Two-column Landscape Layout in Word

To create a two-column landscape layout, create the following templates and media objects:

- **Paper Size - Landscape.** Based on the Paper Size template in the Object Templates folder. Modify this object template to use Landscape orientation (Document tab - Paper Size tab) and the top and inside margins (Document tab - Margins tab). Set the number of columns to 0, which lets you override the settings in the individual media objects.
- **Media Objects.** Use Object > Duplicate to create new media objects. For example, create the following media objects (based on the Paper Size - Landscape template):
  - **[New] - Chapter Section** (two columns)
  - **[New] - Contents Section** (two columns)
  - **[New] - Copyright Section** (one column)
  - **[New] - Cover Section** (one column)
  - **[New] - First Section** (two columns)
  - **[New] - Glossary Section** (two columns)
  - **[New] - Index Section** (two columns)
  - **[New] - Normal Section** (two columns)
- **Topic Templates.** Because you can't duplicate templates, create three new topic templates based on the corresponding default templates. Modify the document settings by calling the appropriate media object.
  - **[New] - Chapter Template** (media: [New] - Chapter Section)
  - **[New] - First Chapter** (media: [New] - First Section)
  - **[New] - Normal** (media: [New] - Normal Section)
- **Remaining objects.** You should also create the following objects and their templates, calling the appropriate media objects.
  - **[New] - Standard Title Page**
  - **[New] - Copyright Notice**
  - **[New] - Table of Contents**
  - **[New] - Standard Index**

Finally, create a Word template and specify it in the book template. Modify some styles to use frames (specifically on the title page for layout) and create custom autotext entries for the page headers and footers. Specify the applicable headers and footers in the appropriate media object.