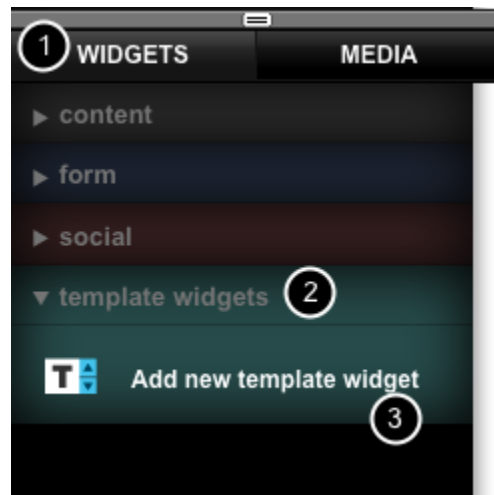


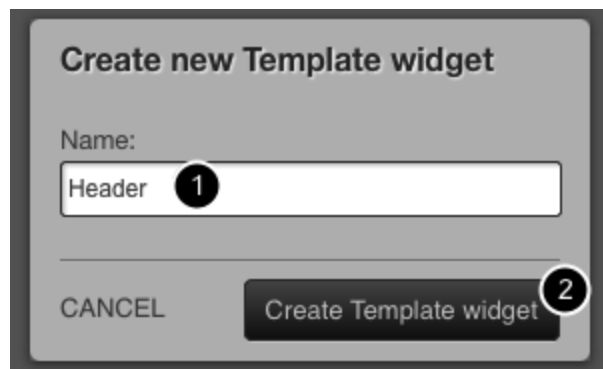
Template widgets

Use a template widget as a container for content that you want to share across many pages, like a header or a footer. When you edit the content of a template widget on one page it will change on every page.

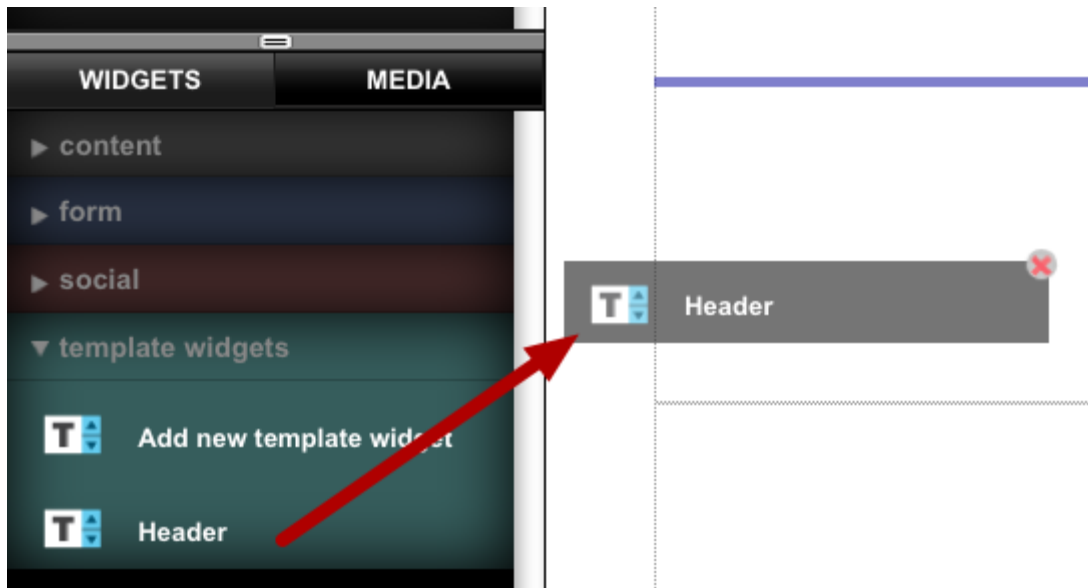
Create a template widget



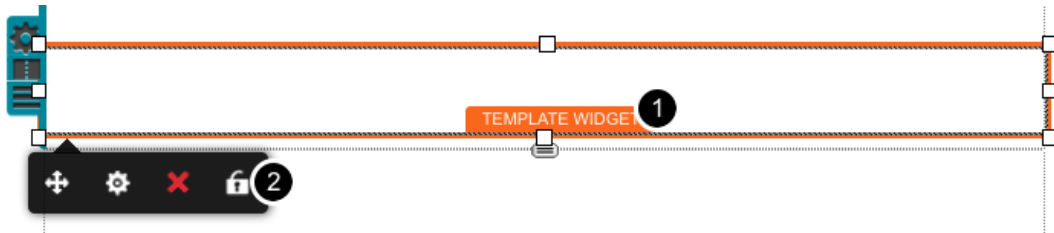
Click the **widgets tab (1)** and then scroll down to find the template **widgets tab (2)**. Click **Add new template widget (3)**

A screenshot of a dialog box titled 'Create new Template widget'. It contains a 'Name:' label followed by a text input field containing the word 'Header' (marked with a circled '1'). At the bottom of the dialog, there are two buttons: 'CANCEL' and 'Create Template widget' (marked with a circled '2').

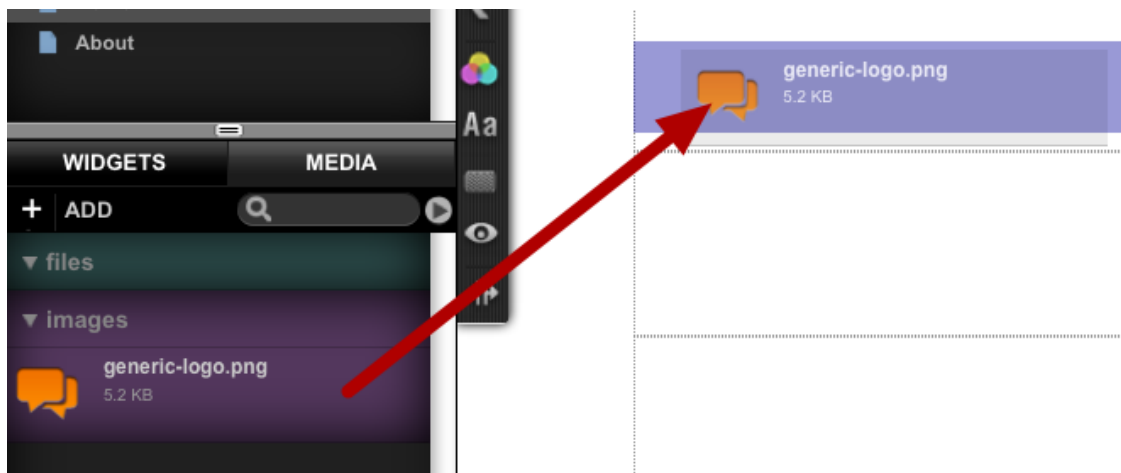
Give the template widget a descriptive name (1) and click the **Create Template widget button (2)**



Drag the widget onto the page



The **template widget handle (1)** can be click to select the widget. Click the **lock icon (2)** to prevent content within the widget from being changed.



Drag and drop image or text content into the Template widget.

You can use most kinds of content widget inside a template widget but you can not place one template widget inside another.

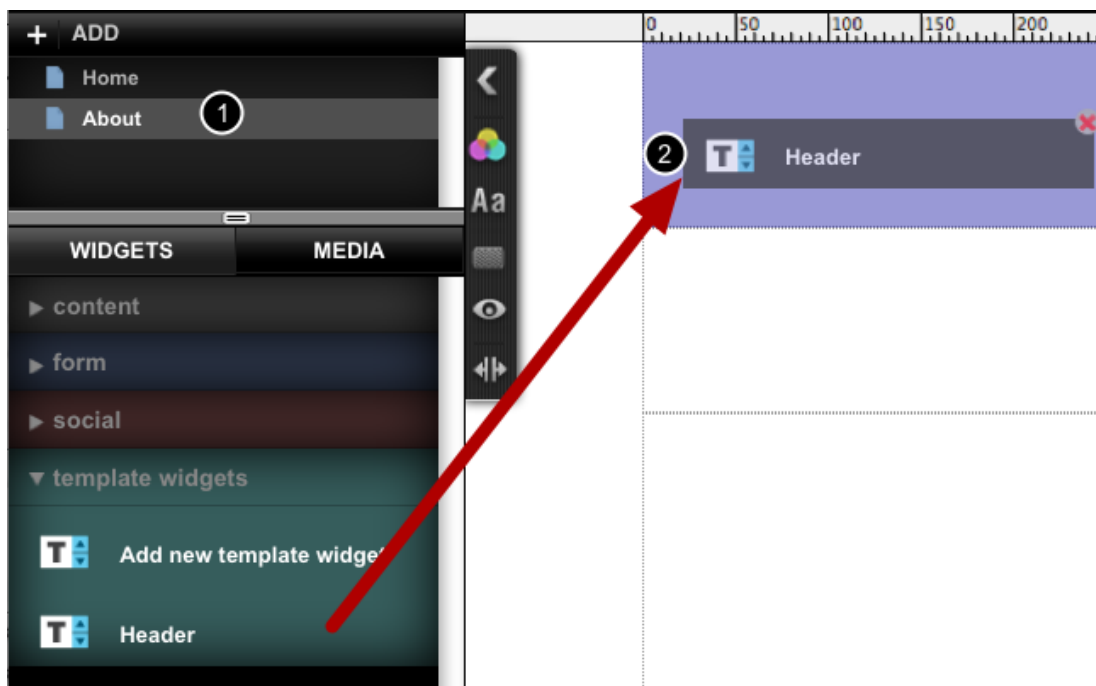


When you have finished adding content, click the **template widget handle (1)**



Click the **lock icon (1)** to prevent accidental changes to the contents of the template widget. Once the template widget is locked you can position it like any other widget

Place the template widget on other pages where you want the same content to appear



Navigate to another page (1) and drag the template widget into place (2).