Uploading a Template

After you finished your template, you need to upload it to use it for your exports. You can either upload a template to a space, or to all global to your Confluence system.

Tip

Looking for templates? Please have a look at our blogpost about templates: 5 Great Resources about Creating Word Templates. If you need professional Word template development, we offer you our expertise. We can develop professional Word templates for you. Contact us sales@k15t.com.

Upload a Global Template

Before you begin: To upload a global template, you must log in with Confluence Admin permissions.

To upload a global template:

1. Click the cog icon at top right of the screen and select Confluence Admin.
2. In the Scroll Office section, click Templates.
3. The screen Global Template Management is displayed.
4. Enter a template name and select the template from your local drive.
5. Click Upload.

The template is uploaded and is shown in the Existing Templates list and can be used in your Export Schemes.

Upload a Space Template

Before you begin: To upload a space template, you must log in with Space Admin permissions.
To upload a space template:

1. Click Browse > Space Admin.
   The screen Edit Space Details is displayed.
2. In the Scroll Office section, click Templates.
3. The screen Space Template Management is displayed.
4. Enter a template name and select the template from your local drive.
5. Click Upload.

The template is uploaded and is shown in the Existing Templates list and can be used in your Export Schemes.