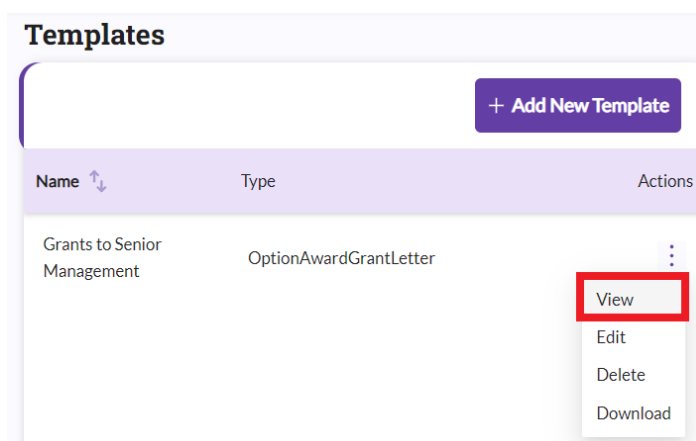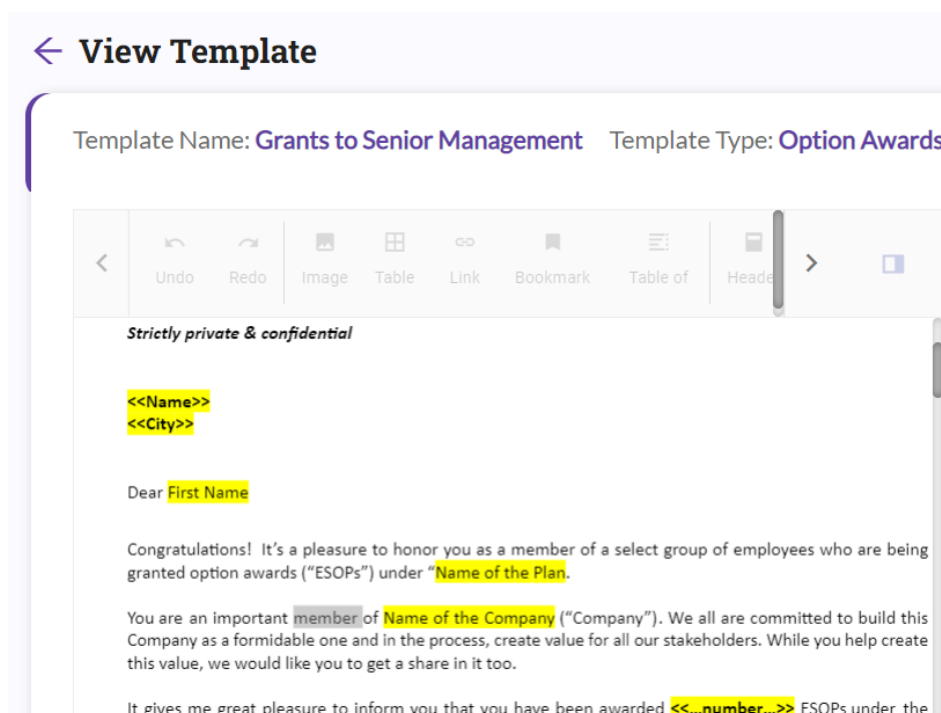# View a Template

Modified on: Thu, 26 May, 2022 at 3:19 PM

To view a template that has been already created:

1. Click **Templates** in the left menu.
2. In the displayed Templates page, select the document you want to view.
3. Click and select **View**.

4. The template is displayed. Click **Close** when done.

5.