iN2L™ + ☺ LifeLoop

DESIGNER TEMPLATES

Creating, editing, and utilizing templates
in the Designer feature.

INDEX

DESIGNER TEMPLATES
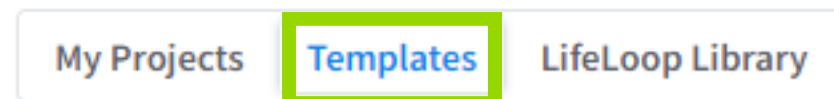## CREATE A PROJECT FROM TEMPLATES

STEP 1

Select **Designer** from the feature menu on the left-hand side of the screen.

Designer

Note: *If you do not see the designer you may not have the current permissions to view designer. Please contact your community representative.*
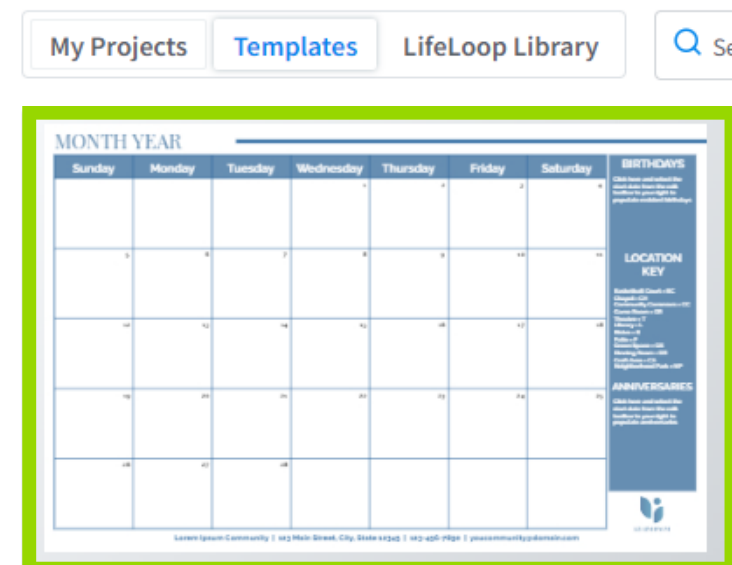
STEP 2

Select **Templates** on the upper left-hand corner.

My Projects | Templates | LifeLoop Library

STEP 3

Select a template.

STEP 4

The Create Project from Template form will appear. Enter a project name and choose a community. Select **Create Project**.

Create Project from Template ✕

Project Name (required)

iN2L + LIFELOOP DEMO CALENDAR TEMPLATE W/ SIDEBAR

Communities (required)

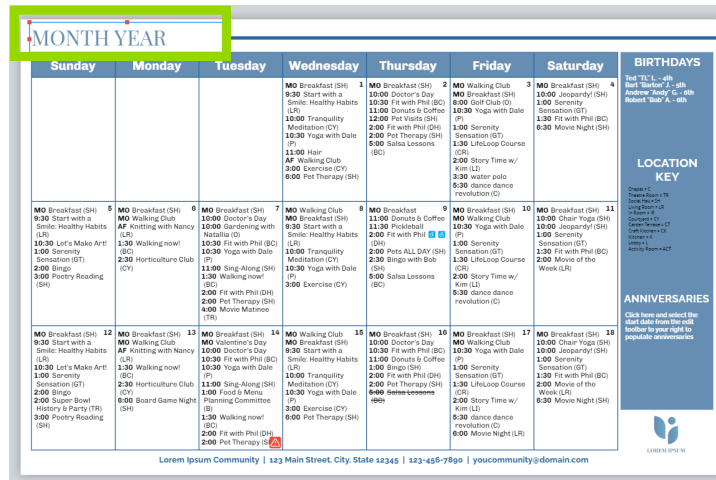✕ Assisted Living Premium   ✕ ⌄

Cancel   💾 Create Project

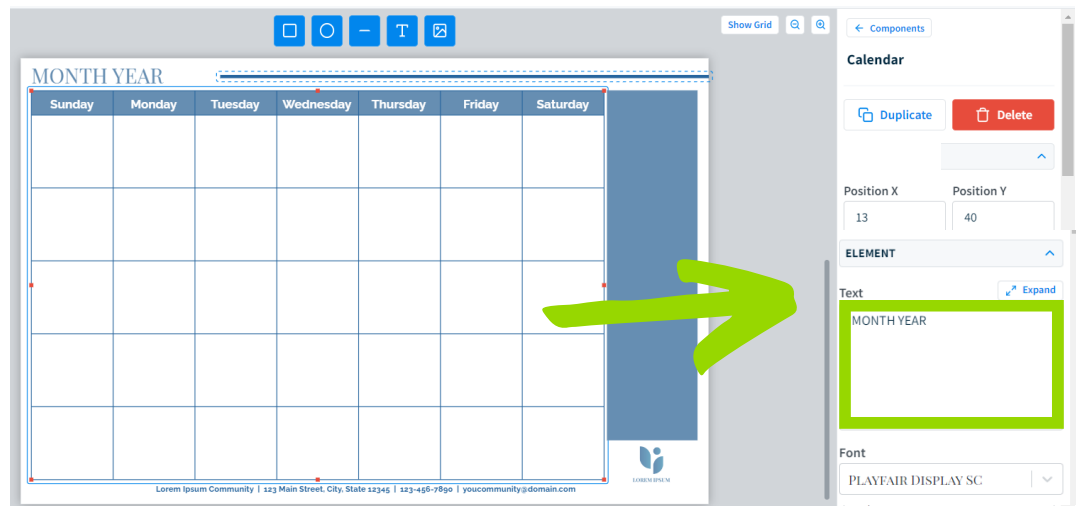# DESIGNER TEMPLATES
CREATE A PROJECT FROM TEMPLATES

STEP 5

To edit the month text at the top of a calendar, select **the month and year**.

STEP 6

The editing tool on the right-hand side of the screen will appear. Select the text box to type the correct month and year.
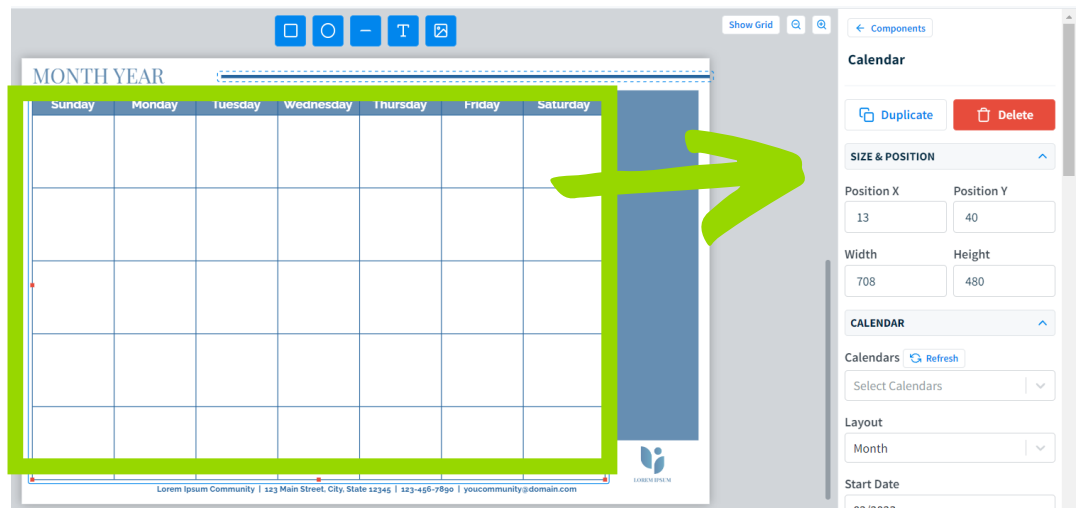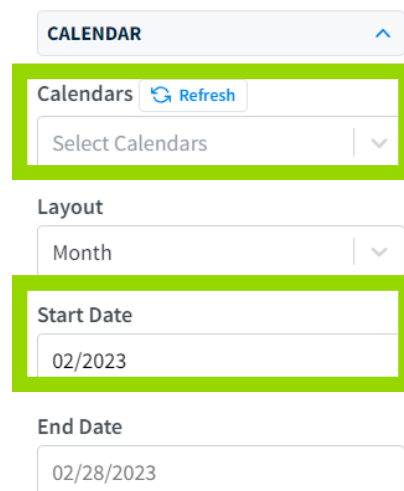
STEP 7

To make edits to a calendar, select the blank **calendar** on the project. The editing tool will appear on the right-hand side of the screen.

STEP 8

In the editing tool, select **Calendars** and the **Start Date** of the calendar. Use the editing tool to make additional changes, such as font size or style. This will edit all the calendar activities at the same time.

4

STEP 9

Select an **individual day** to make individual activity edits or edits to an entire day's activities.

STEP 10

If the template has Birthday or Anniversary components, select the **text box** to populate the editing tool on the far right-hand side of the screen. Select the **Start Date** in the editing tool to pull Birthdays and Anniversaries for that month.

BIRTHDAYS

Click here and select the start date from the edit toolbar to your right to populate resident birthdays

ANNIVERSARIES

Click here and select the start date from the edit toolbar to your right to populate anniversaries

Birthdays

⎘ Duplicate   🗑 Delete

SIZE & POSITION ⌄

ELEMENT ⌃

Start Date

02/2023

Number of Columns

1

Spacing

10

Padding

0

Text   ⤢ Expand

Click here and select the start date from the edit toolbar to your right to populate resident birthdays

STEP 1

Select **Print/Export** on the top right-hand corner of the screen. Choose either standard or high definition. Next select print, download as an image, or download as a PDF.

Print/Export ✕

Standard (recommended) | High Definition

ⓘ *Standard Definition provides quicker exports and is the recommended option for most cases.*

🖶 Print [SD]

📖 Print Booklet [SD]

🖼 Download Images [SD]

📄 Download PDF [SD]
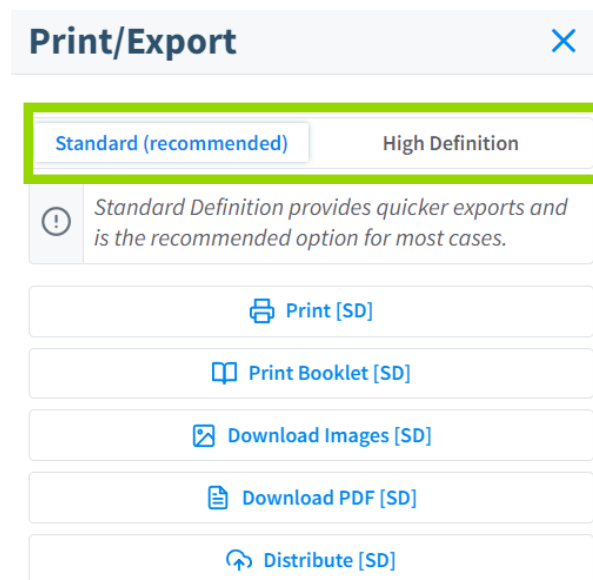
☁ Distribute [SD]

Note: For newsletter projects, additional options are available to print as a booklet or distribute to newsletters in the Communication feature.

DESIGNER TEMPLATES
CONTINUED LEARNING

▶ **ATTEND A UNIVERSITY COURSE**

Don't forget about our complimentary LifeLoop University available to you and your team. Courses are provided weekly and cover all LifeLoop features. Emails with the topics and schedules are sent out monthly for you to register to attend. Register Here: https://ourlifeloop.com/training/staff/lifeloop-university.

▶ **VISIT THE LEARNING COMMUNITY**

Access LifeLoop marketing collateral and training resources at your convenience.
Find the Learning Community by ing the "?" on the top right-hand side of your screen or going to https://ourlifeloop.com/training/staff.

▶ **FURTHER QUESTIONS?**

Reach out to Support@OurLifeLoop.com or your Customer Success Manager.