

Create a bulletin template

Prepare a reusable layout, choose its period and format, then customize it for future issues.

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Before you begin

- ✓ Open Bulletin in the correct scope.
- ✓ You need Manage bulletin access.
- ✓ Decide which layout, period and format should be proposed for future issues.

1 STEP 1 OF 4 · 1 MIN

Open the template collection

Open Bulletin from the dashboard and go to Your templates. This area lists existing templates with their format and period cadence.

Select New template. The flow asks the same four questions as a new issue, but its final action creates a template rather than a bulletin issue.

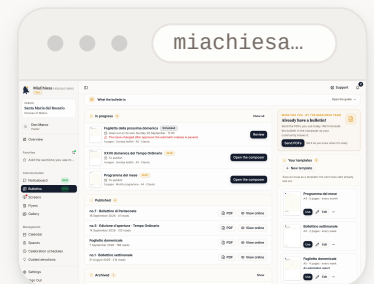


Fig. 1 Your templates collects reusable layouts and provides the New template action.

2 STEP 2 OF 4 · 2 MIN

Choose a starting layout

Under Where do you start from? choose a built-in layout, an existing template or From scratch. The preview on the right shows the cover for the current choice.

A built-in layout includes starting blocks, styling and format. From scratch creates an empty page; an existing template lets you begin with a structure your team has already prepared.

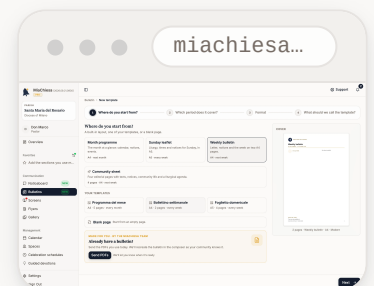


Fig. 2 The first step sets the template's starting structure without creating anything yet.

3

STEP 3 OF 4 · 2 MIN

Set period, format and name

Set the period. Choose a week, month or custom range. The template keeps the period rule and proposes it when it is used for a new issue.

Choose the format. Select A4 or A5 for the page layout you want to reuse.

Give it a recognizable name. Under What should we call the template? enter a name your team can find later. If you leave it empty, the selected layout name is used.

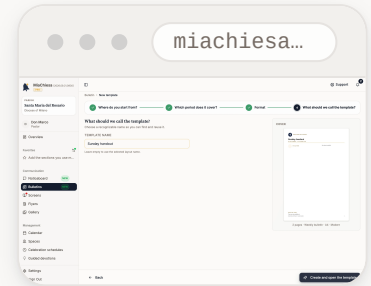


Fig. 3 The name is entered and the template is ready for Create and open the template; it has not been created in this screen.

4

STEP 4 OF 4 · 2 MIN

Create and customize the template

Select Create and open the template. The composer opens with a notice that changes apply to future issues.

Add, remove or configure blocks, then select Save. The template editor does not produce a Preview or PDF: to check the result, select Use, create an issue from the template and review that issue.

Content excluded from templates

A template keeps its structure, blocks, styling and format. Photos and attached PDFs are removed, leaving slots to fill in future issues. Before reusing the template, still review any manual selections in data-linked blocks.

What you have achieved

- ✓ The new template appears under Your templates.
- ✓ A test issue can be created with Use to review its preview and PDF.
- ✓ The template keeps the layout proposed for future issues.

Troubleshooting

New template is not shown

Check that you have Manage bulletin access in the active scope. View-only access lets you read the collection but not create templates.

Preview and PDF do not open in the editor

This is expected for a template. Select Use, create an issue from the template and review Preview and PDF on that issue.

Changes are missing from the template

The template editor does not save automatically. If Unsaved changes is shown, select Save before leaving.