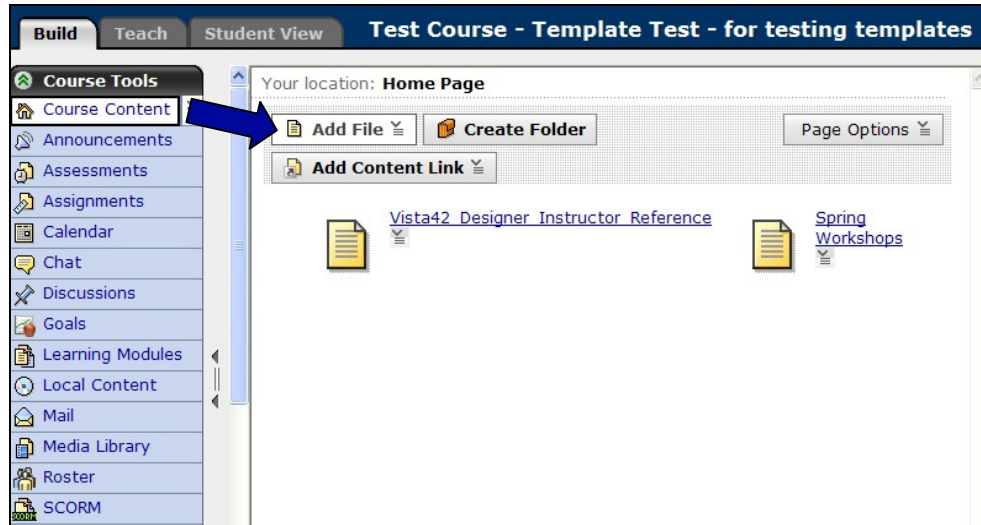
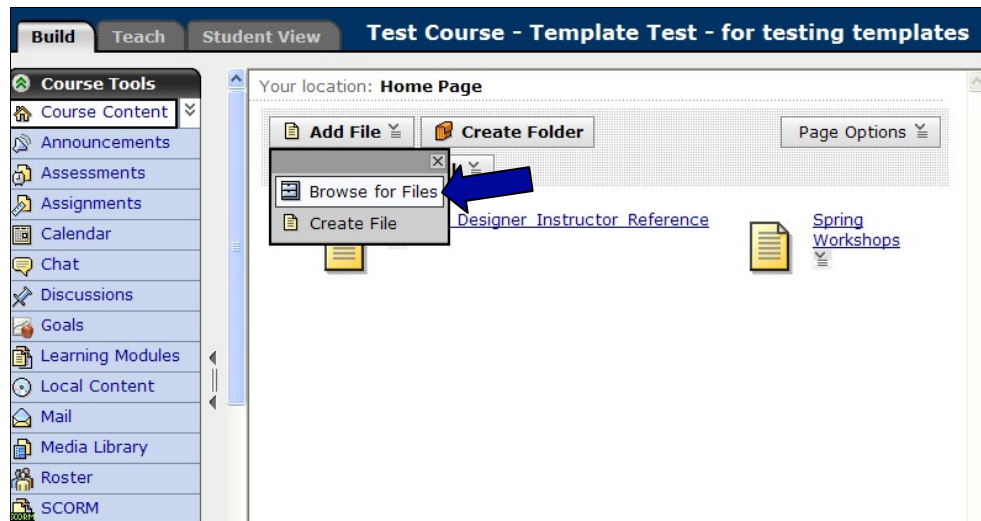


# How to Subscribe to Template Files

1. Select the **Add File** link.

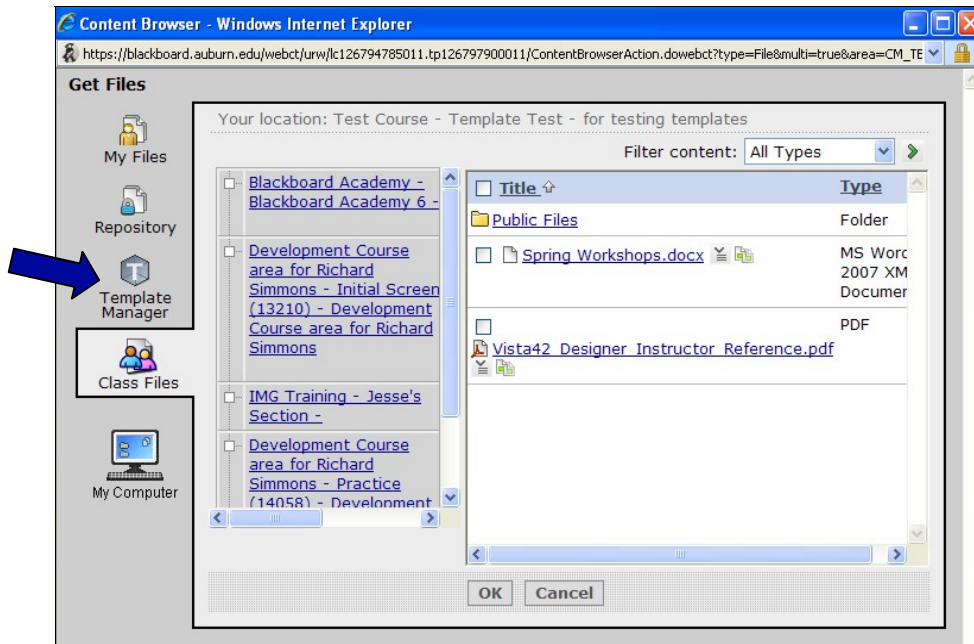


2. Select the **Browse for Files** link.

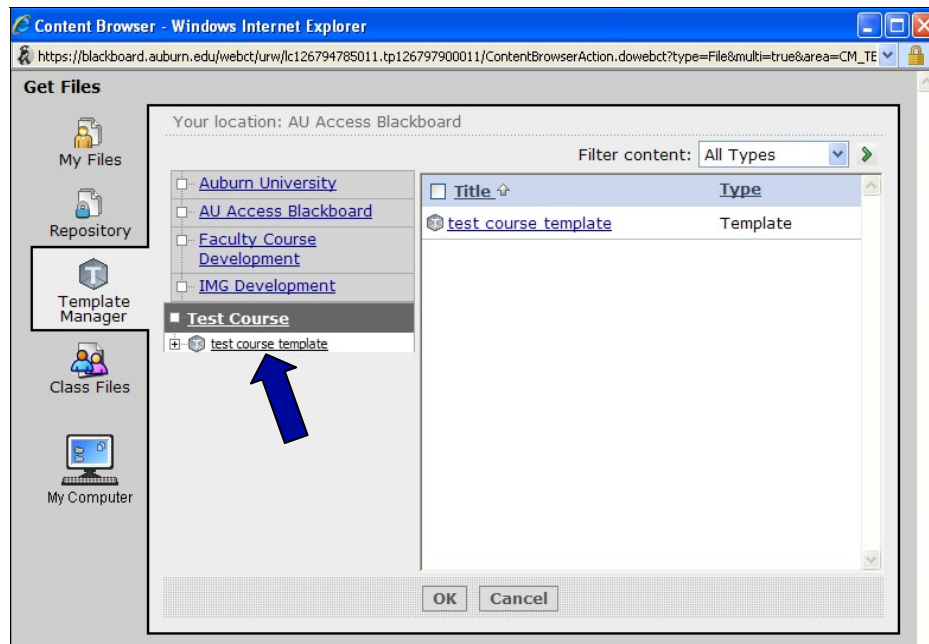


# How to Subscribe to Template Files

3. Click **Template Manager**.

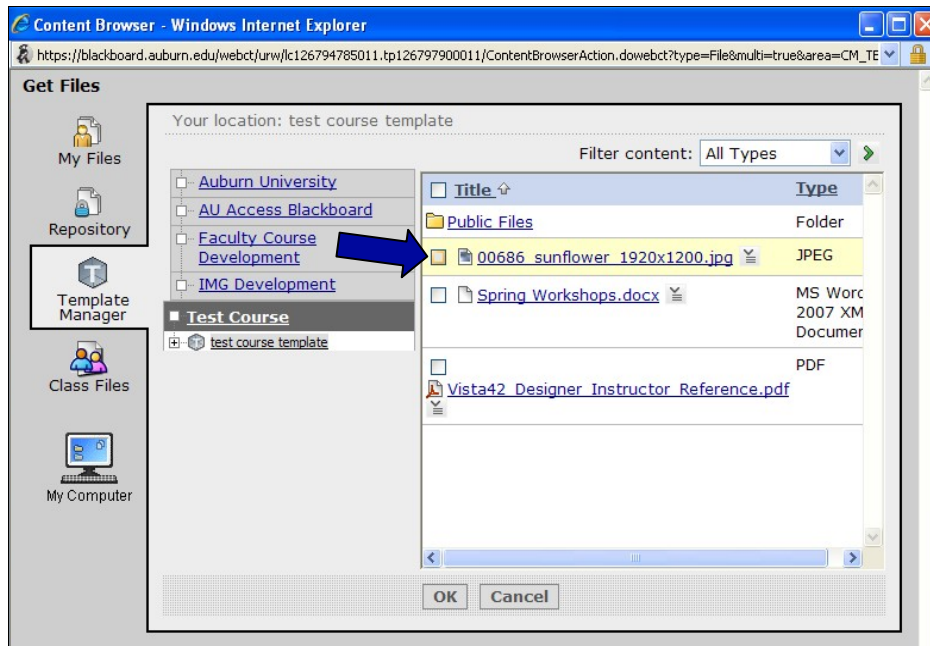


4. Select the course template.

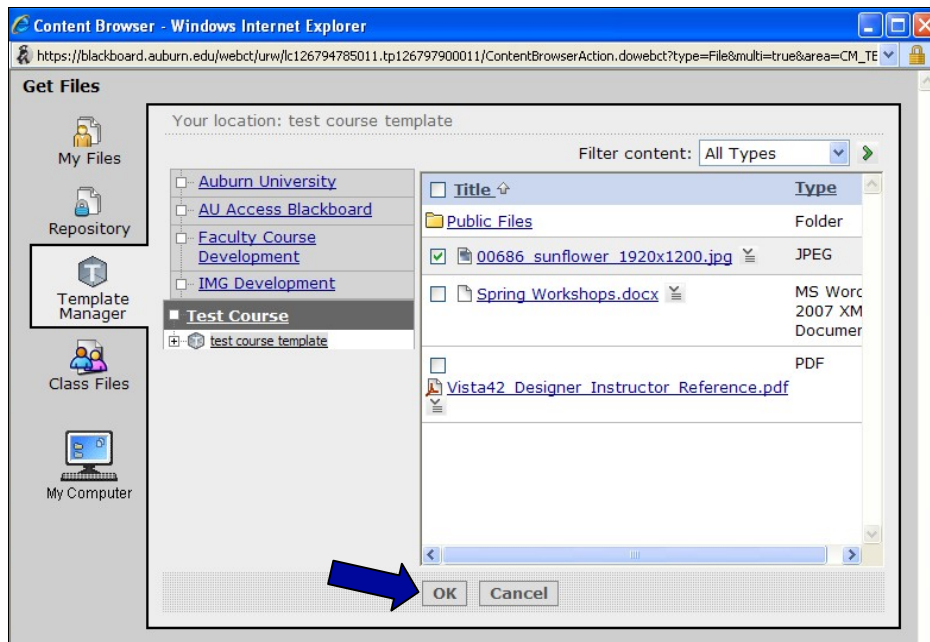


# How to Subscribe to Template Files

5. Select the check box next to the file to which you wish to subscribe.



6. Click the **OK** button.



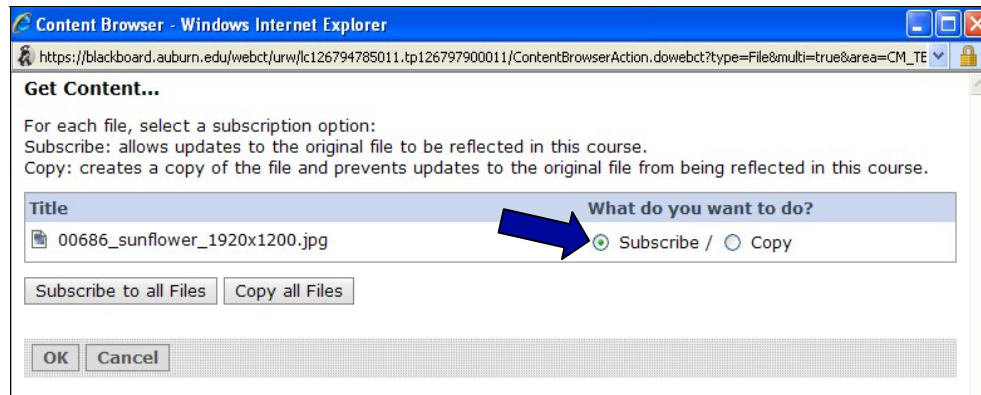
# How to Subscribe to Template Files

7. You may *subscribe* to or *copy* a file from a template:

**Subscribe:** Once subscribed, any changes made to the template file will be reflected in your course.

**Copy:** The file is copied to your course and is not attached to the template. No changes will be reflected in your course, but you may edit the file.

Select the radio button.



8. Click the **OK** button.

