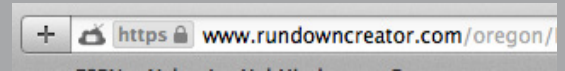


# RUNDOWN CREATOR: MAKE A NEW TEMPLATE

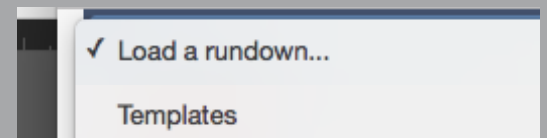
## ONE

Log in to Rundown Creator at [www.rundowncreator.com/oregon](http://www.rundowncreator.com/oregon).



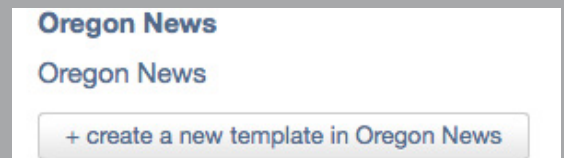
## TWO

In the + Load a rundown dropdown, select Templates.



## THREE

Select + Create a New Template in the show the new template is for.



## FOUR

Change the title, start date/time, and the end date/time to fit your show.

Make your template in the SOJC folder if your rundown is not part of any of the specific shows listed (Duck TV, Oregon News, etc.)

Click **go** to create your template!

**Title**

**Start Time**  
12:00:00 PM

**End Time**  
1:00:00 PM

**Folder**  
Oregon News

go cancel

## FIVE

Right click or control+click on elements of the rundown to modify your template. Create your rundown template with generic elements that you can modify with specifics when you make rundowns from this template. When you are done with the template, it will save as a new template in the show templates dropdown.