smarter drafter PRO
by tensis

Template Styles and Custom Fonts

Help Guide

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1. Template Styles

You can customise library templates to suite the branding or your organisation. This feature is not relevant to custom templates, which are styled in Microsoft Word and uploaded.

1.1   Create a Style Group

To create a Style Group:

1. Click **Application Settings** in the navigation menu.
2. Click **Template Styles**.
3. Click **New Template Styles**.
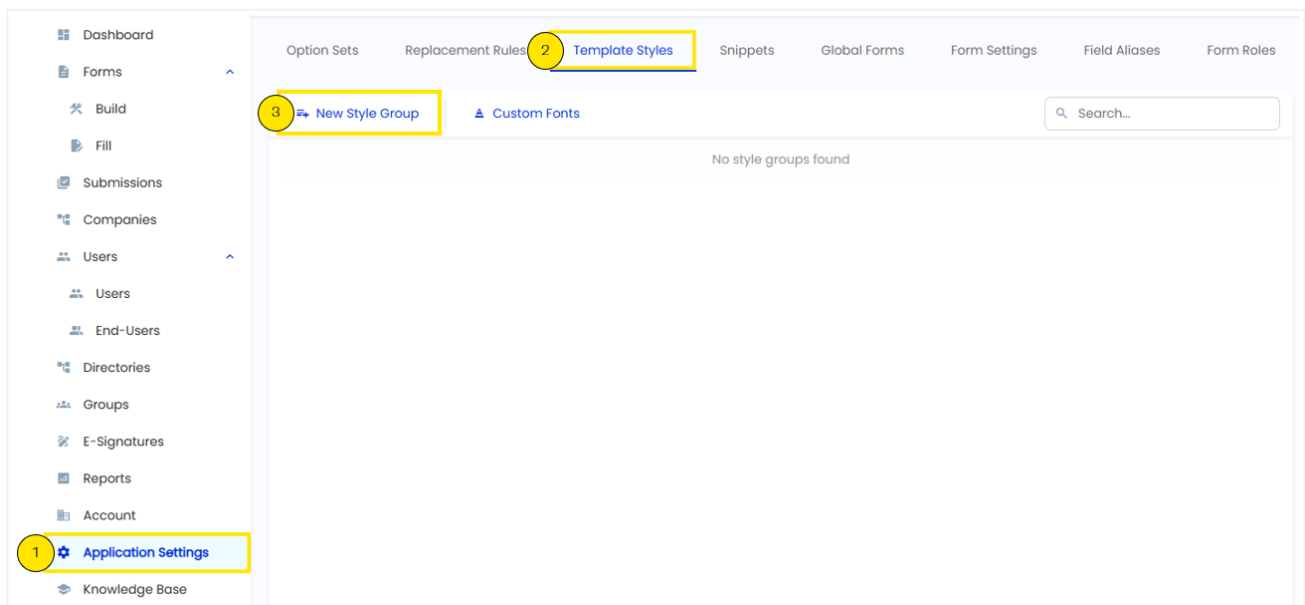
1.2   Add Style Options

The **Style Group** editor will now pop up. You can make changes to the style features and check the style in the **Preview** window. When you are happy with the style, click **Save**. The pop up will close.

Style Group   ✕

Name *

Agreement style

Formatting

Font Name   **Font Size**   **Font Colour**

Cambria Math   12 ✕ ▾   — *I* **B**   ⬛   — ⌄ ⌃

                                                 ✕

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Spacing

Before   **After**   **Line Spacing**

Before   After   Singl...▾

Preview

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco.

The quick brown fox jumps over the lazy dog. 0123456789
The quick brown fox jumps over the lazy dog. 0123456789
The quick brown fox jumps over the lazy dog. 0123456789

Cancel   **Save**
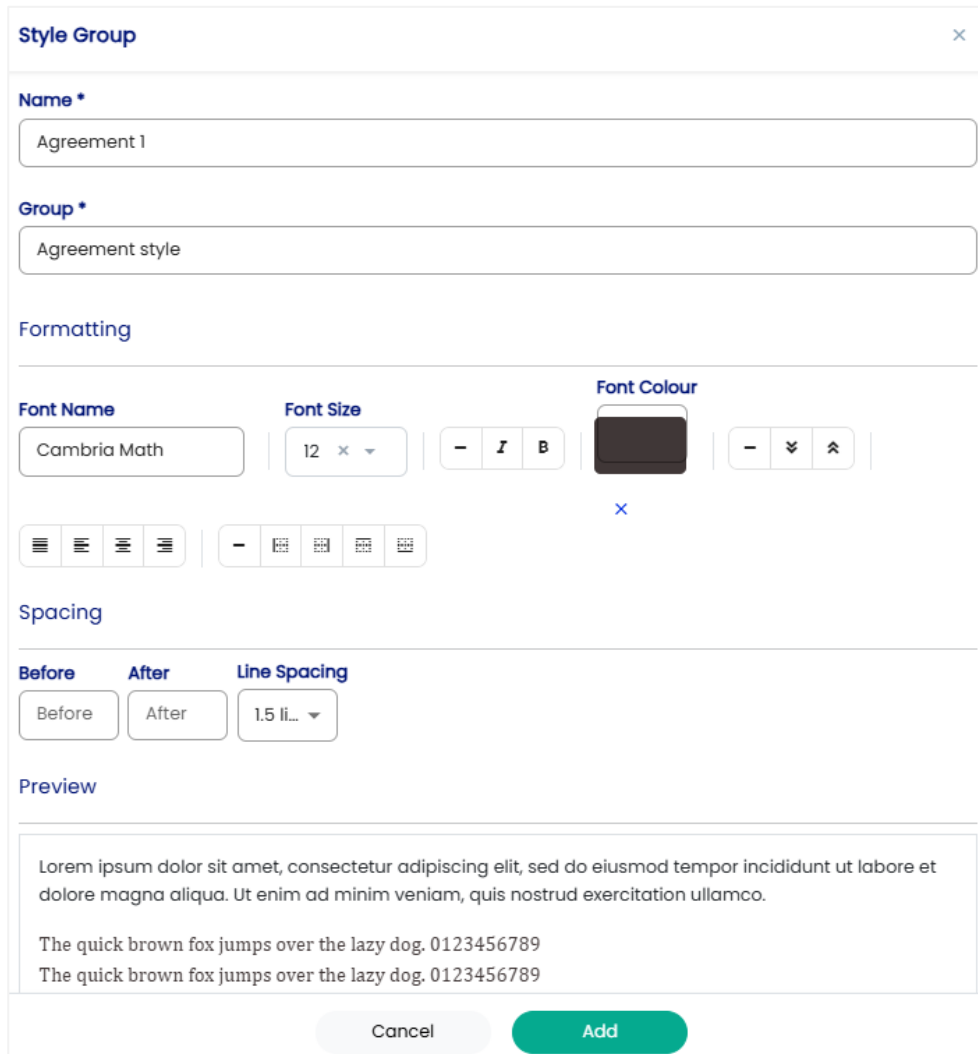
1.3 Modify or Delete the Style Group

The new Style Group can be found in the list.

1. Click the ellipsis to access options to manage the **Style Group**.
2. Click **Edit** to reopen the Style Group pop up editor.
3. Click **Add Style** to open the style pop up editor and create a style – see Topic 1.4 for details.
4. Click **Clear all styles** to remove styles added to the Style Group.
5. Click Delete to delete.
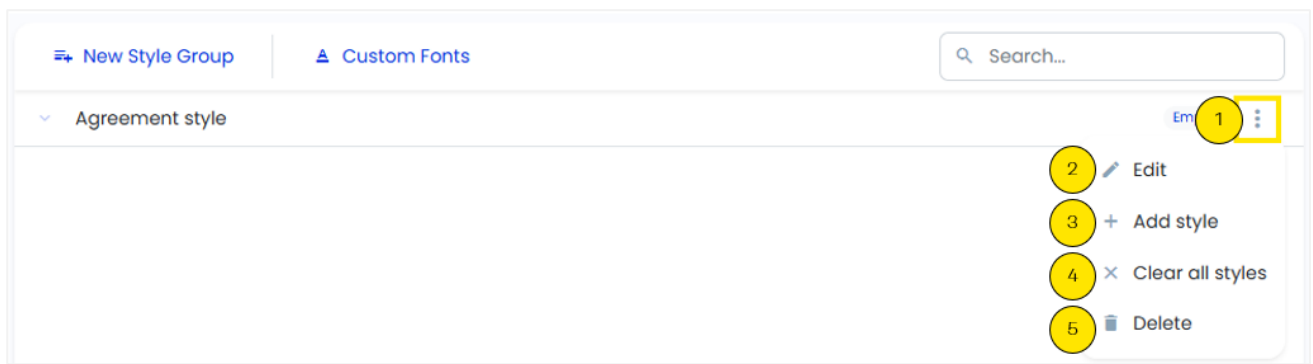
1.4 Add a Style to the Style Group

When the Add Style button is clicked, the style editor pops up. It has similar options to the **Style Group** editor, with a **Preview** window to check the appearance of the style as it's created. When you are happy with the style, click **Add**.

When the style is added, it's nested under the **Style Group**. Click the **ellipsis** to reopen the style editor and **edit** or **delete** the style.
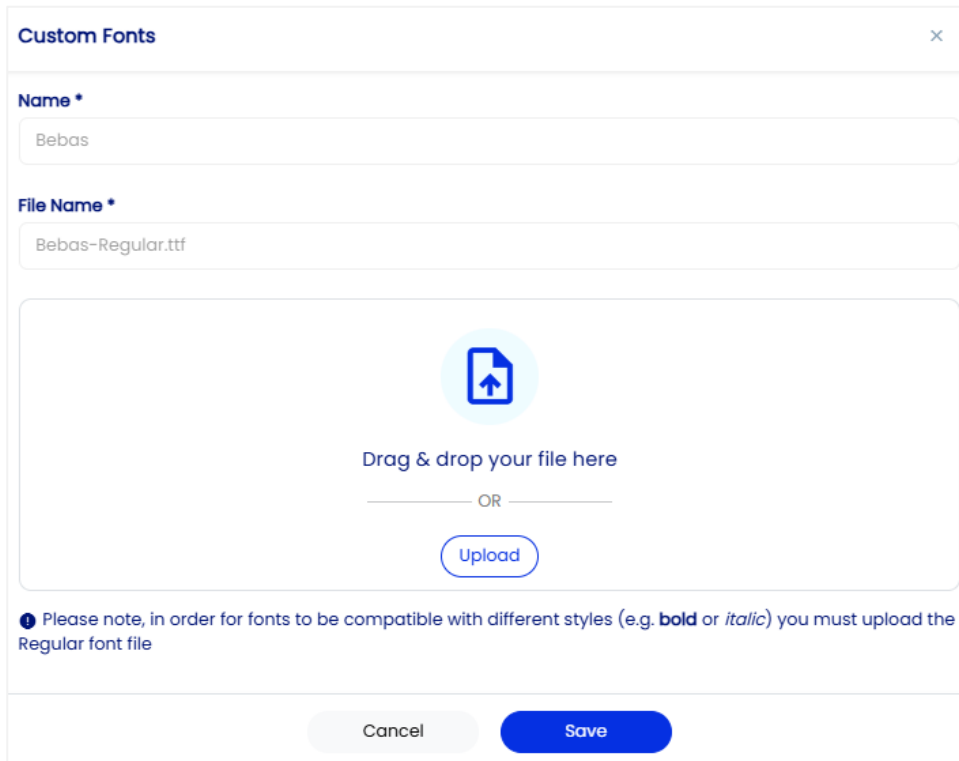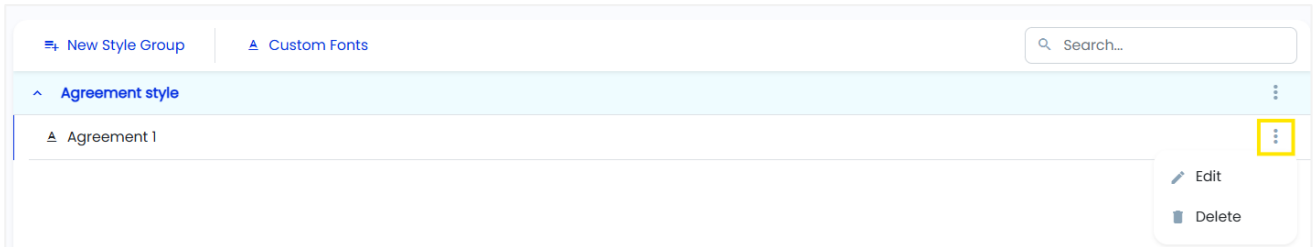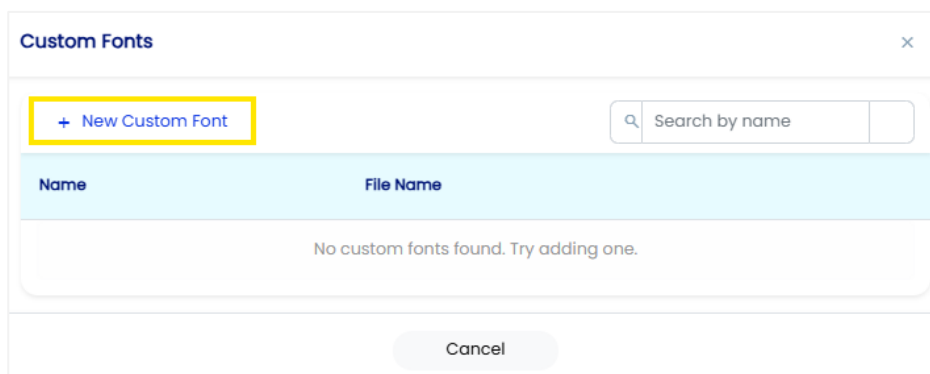

2. Custom Fonts

If you require a custom font to apply to a form from the Smarter Drafter library, you can upload one by clicking the **Custom Fonts** button under the **Template Styles** tab.
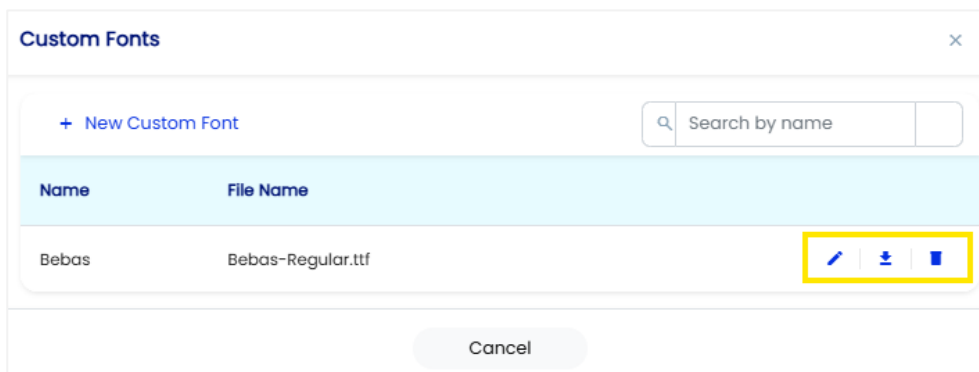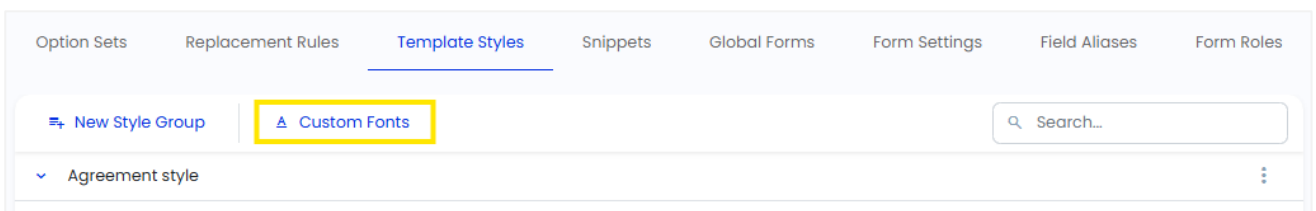

The **Custom Fonts** pop up opens. custom fonts that are added to the platform appear in this list. To add a new font, click **New Custom Font**.

Select a font file with the uploader. Ideally, it will be a regular font, so that the font can be styled as bold and italic. The font must be a true-type font, with the extension .ttf. In this example, Bebas Regular true-type font has been added. Click **Upload**. When the font has been uploaded, click **Save**.

The font is now in the Custom Fonts List. To **edit, download** or **delete** the font, use the corresponding buttons on the left.