**How to Import Column Layout and Cell Style to Syllabus+ (SaaS)**

You can import your Column Layout and Cell Style to Timetabler. Sample layouts are also available to download in the Timetabling User Group Team.

<https://tudublin.sharepoint.com/:f:/r/sites/SyllabusTimetablingUserGroup/Shared%20Documents/General/Layouts?csf=1&web=1&e=rRRVid>

Download and save the files to your desktop.

**IMPORT COLUMN LAYOUT**

1. To import your files, click on the drop down arrow at the top of your webpage.

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1. Click on ‘From PC to Server’

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1. Click on ‘Click here to select your file!’

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1. Navigate to your saved files. Select both files and click on ‘Open’

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1. Right click on name in the activity view and then ‘Load Layouts from Disk’

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1. Select the file and click on ‘Open’

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1. Right click on name in the activity view and then ‘Restore Layout’ and Select Activity List

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**IMPORT CELL STYLE**

1. Click on the ‘Activity Layout’ icon.

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1. Click on the ‘Load’ icon

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1. Highlight the file and click on ‘Open’

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1. Click on ‘OK’

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You can edit either layout to suit you. Timetabler will save both layouts.