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How To Create A Default Training Manual Template. The key to creating a default template is to establish a powerful core that is flexible enough to serve different functions and still provide a personal user experience. A default eLearning template should include the following basic elements, each one having its own placeholder (preventing oversight and/or lack of integration): 1. Welcome Screen / Introduction.

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A training manual template can be defined as a booklet used by companies or individuals to provide people with all the instructions which will defiantly required by them to know before starting something. It is a book or booklet including guidelines to use a product or to perform a particular task.

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