

# Create a Content Template

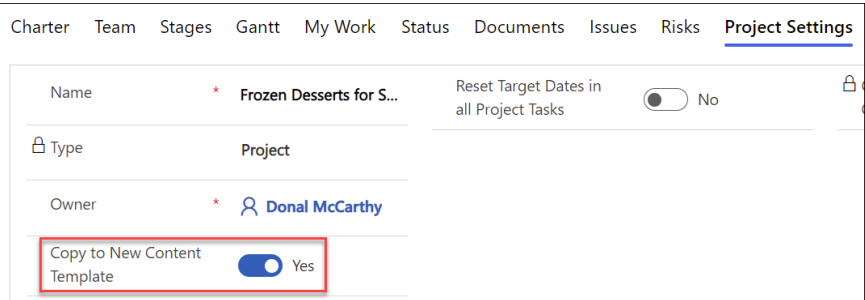
## Create a Content Template from an Existing Project

Users have the option to create a special type of template from an existing project that will include the content from that project - these templates are called **Content Templates**. The content copied over to the template will include content from the tabs Stages, Deliverables, Tasks, Issues, Risks, and Project Settings. Work assignments for Gantt Tasks, Issues, Risks, etc., are not copied over as part of the content template creation process, but Gantt Task assignments can be manually added to content templates after they have been created.

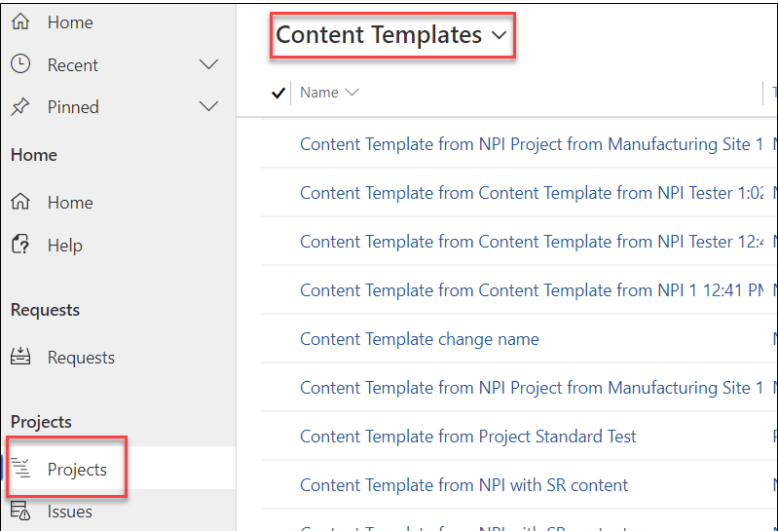
Content Templates are a great way to give your project manager colleagues a head start using best practice templates from other similar projects.

To create a Content Template from an existing project:

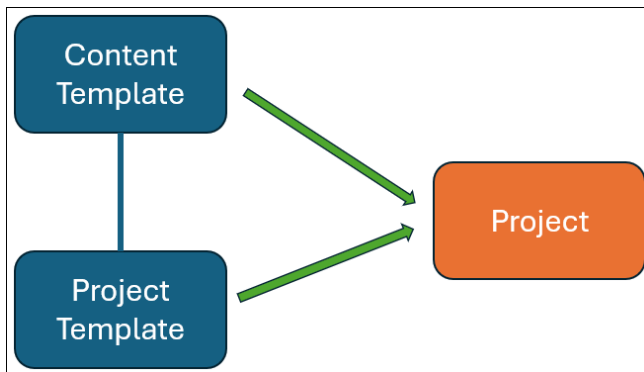
1. In the project's **Project Settings** section, set the **Copy to New Content Template** slider to **Yes**, and click **Save**.



You will find the new template in the **Content Templates view** in the **Projects Area** once the associated workflow has run. When the content template is ready to be used, the user that initiated the creation process will receive an email.



The content template itself will not be used to create new projects - new projects will need to be created from a Project Template that is associated with the Content Template. To create the new project template that can then be used to create new projects, continue with the instructions for creating templates in the [template configuration](#) article.



#### Note

- The Project Manager of a content template is initially set to the person who initially created the content template; this value is ignored when the content template is reused.
- Gantt Chart task dependency offsets are not saved to content templates.
- Although Content Templates will include any custom Form Tabs, Sections, and Columns, data from these custom elements will not be passed on to any newly created projects that are associated with the Content Template.
- If you plan on creating a new content template from a project that was itself created from a content template, do not use Deliverables (or any per item document folder option) in the project. To remove the existing document folder, create a copy of the item and then delete the item with the document folder reference.

#### Caution

- If you delete a content template from the Projects section of the Projects Area, the content template will also be removed from any templates that are referencing it.
- When creating projects from templates associated with content templates, only one dependency per task is copied to the new project.