



Article templates

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Create an article from a template

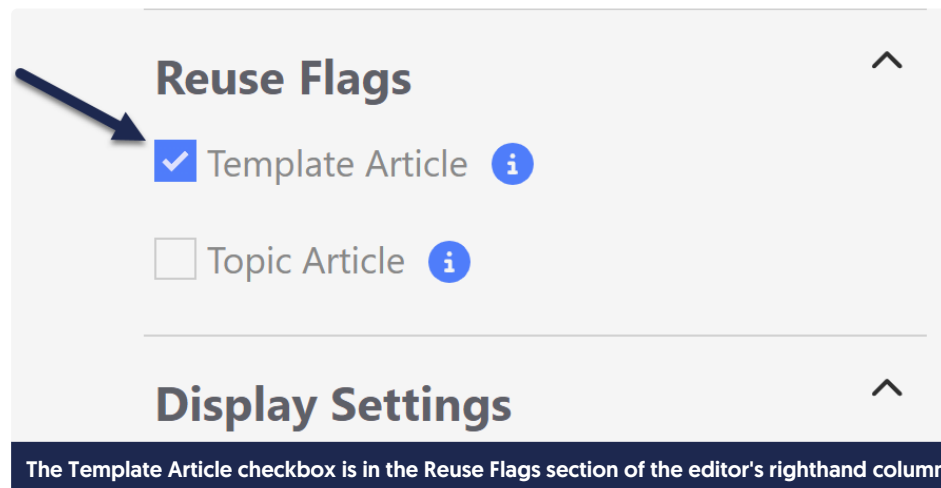
You can choose to create a new article using another article as a template or starting point. It's another way to copy an existing article as a starting point so you don't have to start from scratch. This creates a one-off copy of the template.

There is no ongoing link between the template and the new article, so updates to the template do not affect the article. Refer to the [Article creation guide](#) for step-by-step instructions.

Create a template from an article

You can turn any article into a template.

1. Open the article for editing.
2. In the **Reuse Flags** section of the righthand column, select **Template Article**.



3. Be sure to **Save** your changes.

The article will now be available in the **Choose a Template Article** dropdown when you create a new article. See the [Article creation guide](#) for more details.