



Create a template

Last Modified on 06/19/2026 1:45 pm EDT

You can mark individual articles as templates in the article editor to make them available as templates for new article creation. When you create a new article from a template, it 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.

Articles created from this template will include:

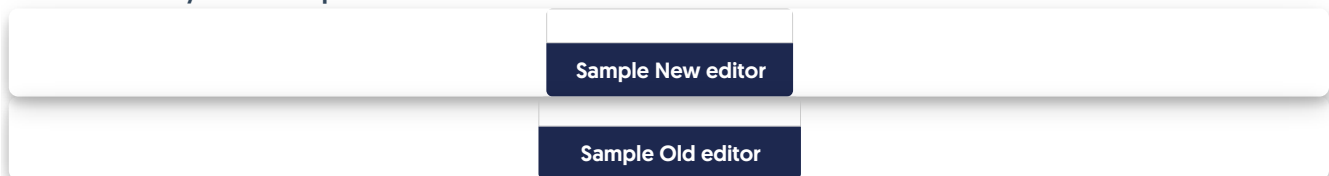
- The complete contents of this article's body (whatever's in the editor)
- Any **author notes** added to this article (This can be a great way to add instructions on how to use the template!)

The information below varies based on whether you're using our 2026 new editor or old editor.

To figure out which instructions to follow:

1. Open any article for editing.
2. If the lefthand navigation is collapsed and there's a link near the top of the page to **Switch to old editor**, follow the **New editor** documentation.
3. If the lefthand navigation is expanded and the top of the editor and the righthand column have a heavier grey background, follow the **Old editor** documentation.

Here are side-by-side examples of the new editor and the old editor:



Try out the new editor

We'd love your feedback on the new editor. To switch to the new editor, open any article for editing and select the **Switch to new editor** link at the top of the editor.

New editor

Old editor

The article will now be available in the **Select a Template** dropdown of the **New article** modal when you select **Create from template**.

Refer to [Create a new article from template](#) for instructions on creating new articles from your template.
