

# Create a template

Last Modified on 04/13/2026 10:49 am 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.

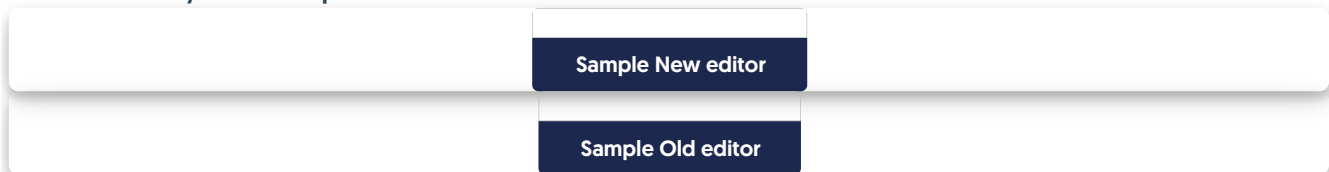
There is no ongoing link between the template and the new article, so updates to the template do not affect the article.

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 the editor otherwise has a totally white background, follow the New editor documentation.
3. If the lefthand navigation is expanded and the top of the editor and the righthand column have a 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

## Create template in new editor

Follow these steps to turn any article into a template in the new editor:

1. Open the article for editing.


2. In the **Other** section of the righthand column, select anywhere in the **Can't be used as a template** text next to **Template**:



Select anywhere in the text next to **Template**

The template modal opens.

3. Select **Can be used as a template**:



Select **Can be used as a  
template**

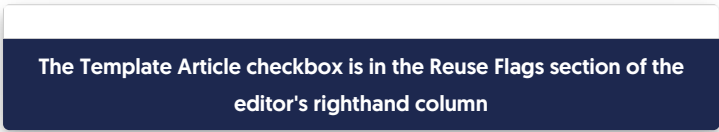
The modal should automatically close once you make your selection.

4. Be sure to **Save** your article changes.

## Create template in old editor

Follow these steps to turn any article into a template in the old editor:

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



The **Template Article** checkbox is in the **Reuse Flags** section of the editor's righthand column

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

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.