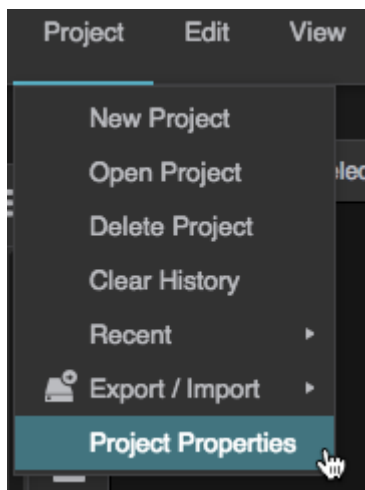


Create a Template

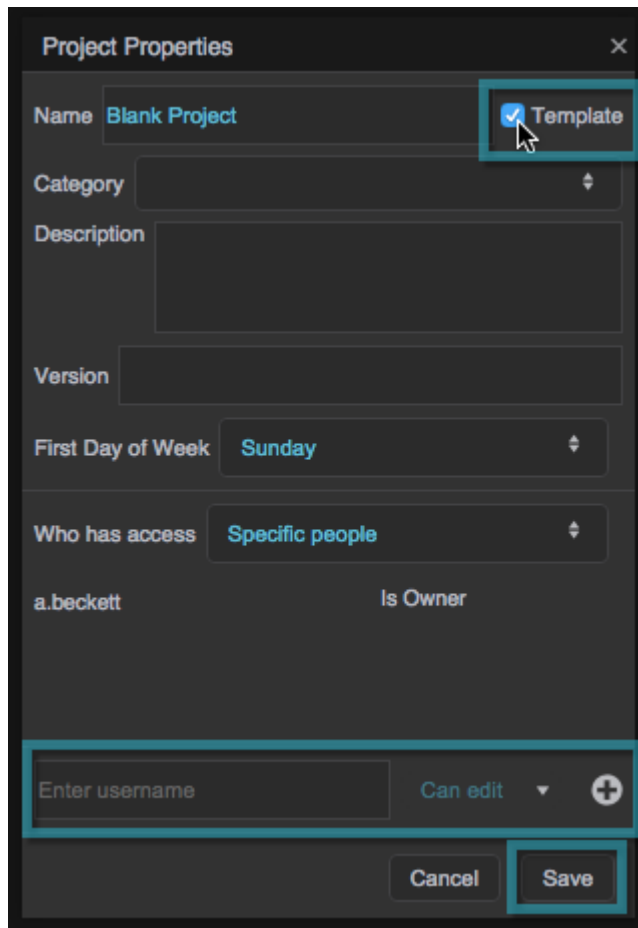
Templates allows you to create projects with common pages (. dg5 files), [widget libraries](#), and [favorites](#). Because a template has . dg5 files, templates also let you share [components](#), [properties](#), [assets](#), and [dataflow](#) across projects.

To create a new template:

1. [Create](#) or [open](#) a project.
2. Customize the project in any of the following ways:
 - [Create](#) or [import](#) any [pages](#) (. dg5 files) that you want to appear in the template.
 - Create or import any [widget libraries](#) for which you want the [widgets](#) and [favorites](#) to appear in the template.
 - Delete any [pages](#), [components](#), [properties](#), [assets](#), [libraries](#), or [favorites](#) that you don't want to retain in the template.
 - Set [Snapping](#) preferences.
3. Select **Project > Project Properties**.



4. In the Project Properties dialog box, select **Template**.
5. For **Who has access**, either select **Anyone who has link can view**, or enter usernames and click **+ Add** after each username, to add users who can view or edit this project.
6. Click **Save**.



The screenshot shows a 'Project Properties' dialog box with the following fields and options:

- Name: Blank Project
- Category: (empty)
- Description: (empty)
- Version: (empty)
- First Day of Week: Sunday
- Who has access: Specific people
- Access list: a.beckett (Is Owner)
- Template checkbox: checked (highlighted with a red box)
- Access control: Enter username, Can edit (dropdown), + (add button)
- Buttons: Cancel, Save (highlighted with a red box)

The project is saved as a template that can be used by all users who have access to the project.

[Previous: Use a Template](#)

[Next: Open a Project](#)

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