## Making a template

Give your authors a helping hand by using templates in your documentation space. You will need Space Administrator permissions to create templates.

To create a template:

- 1. Go to "Space Tools" in the sidebar, select "Content Tools" and create a new template.
- 2. Click "Page Layout" and add sections and columns to your page.
- 3. Add headings and sub-headings as needed.
- 4. Choose "Instructional Text" from the "Template" menu and add text that is only visible in the editor.
- 5. Save your template.

Your template will become available in the Create dialog for this space.

## Related pages

- Getting started
- Making a template



## **Useful hint**

Confluence Administrators can also make templates that are available across your whole Confluence instance