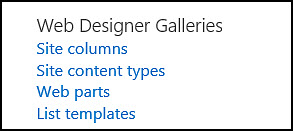
**Create Content Type for SharePoint 2019**

1. Go to the site where you want to create a site content type.
2. Select Settings Office 365 Settings button, and then select **Site Settings**.
3. Under **Web Designer Galleries**, select **Site content types**.



The Gallery shows all the existing site content types, grouped in categories. The one that you choose becomes the parent group of your new content type.

1. select **Create**.
2. On the **New Site Content** **Type** page, provide a name and description for the new content type.

A screenshot of a computer

Description automatically generated

1. Add Name
2. Description
3. In the **Parent Content Type** section, select the name of the parent group, **“Document Content Type**” and then select the **Parent Content Type** as **Document**
4. In the **Group** section, decide whether to put the new content type in an existing group, or to create a new group.
5. Create a new group “BOA group”
6. Select **OK**.

A screenshot of a computer

Description automatically generated

Create a word Document to make as Template

Example like below

A screenshot of a computer

Description automatically generated

Then Open **BOA Template** Content Type

* Advanced Settings
* Upload new document template

A screenshot of a computer

Description automatically generated

Then Go your library

* Library settings
* Advanced Settings
* Allow Management of content types>? Yes

A screenshot of a computer

Description automatically generated

Click Ok to Save it

Now you can able to see a content type section

A screenshot of a computer

Description automatically generated

Click Add from Existing site content types

Select your content type

A screenshot of a computer

Description automatically generated

Click ok

Now go to the library and able to see the template menu to create new document

A screenshot of a computer

Description automatically generated

Go to create new document using the template