# How to create a SharePoint template?

You can create a SharePoint template from an existing site or list that you have customized to meet your needs. To create a template, follow these steps:

* Go to the site or list that you want to use as a template.
* Click on Settings and then Site settings or List settings.
* Under Site Actions or Permissions and Management, click on Save site as template or Save list as template.
* Enter a name, description, and file name for your template.
* Optionally, you can include the content of the site or list in the template by checking the Include Content box.
* Click on OK to save your template.

Your template will be stored in the Solution Gallery of the site collection where you created it. You can access it by going to Settings and then Site collection settings. Under Web Designer Galleries, click on Solutions.

# How to use a SharePoint template?

You can use a SharePoint template to create a new site or list that inherits the settings, features, and content of the template. To use a template, follow these steps:

* Go to the site where you want to create a new site or list.
* Click on Site Contents and then New or + New.
* Select Site or List from the drop-down menu.
* Under Select a template, click on the category that matches your template, such as Custom or Web Parts.
* Find your template and click on it.
* Enter a name, description, and URL for your new site or list.
* Click on Create to create your new site or list.

Your new site or list will be created with the same settings, features, and content as the template. You can customize it further by adding or removing web parts, changing the theme, or modifying the permissions.