Edit the Library Template

Each library has a default template that is used whenever a new file is created within the library.

For example, in a document library, a blank Microsoft Word document is used as a template when a file is created with the **New Document** command. However, you can edit that template to, for example, include a standardized header and footer, contain boilerplate text for introductory paragraphs, or contain a suggested outline for all proposals.

1. Navigate to the library.
2. On the ribbon, click the **LIBRARY** tab. In the **Settings** group, click **Library Settings**.

3. On the **Settings** page under **General Settings**, click **Advanced Settings**.

4. In Advanced Settings:
	1. Ensure that **Allow management of content types** is **No**.
	2. Ensure that the default behavioris **Open in the client application**.
	3. Click **Edit Template**.
	
5. As the template opens, you may be prompted to trust the file and/or log in.
6. Edit the template as needed.
7. Save and close the template.
8. Click **OK** to close the **Advanced Settings** page.
9. Navigate back to the library. Use the **New Document** command to create a new document and confirm that the modified template is used.