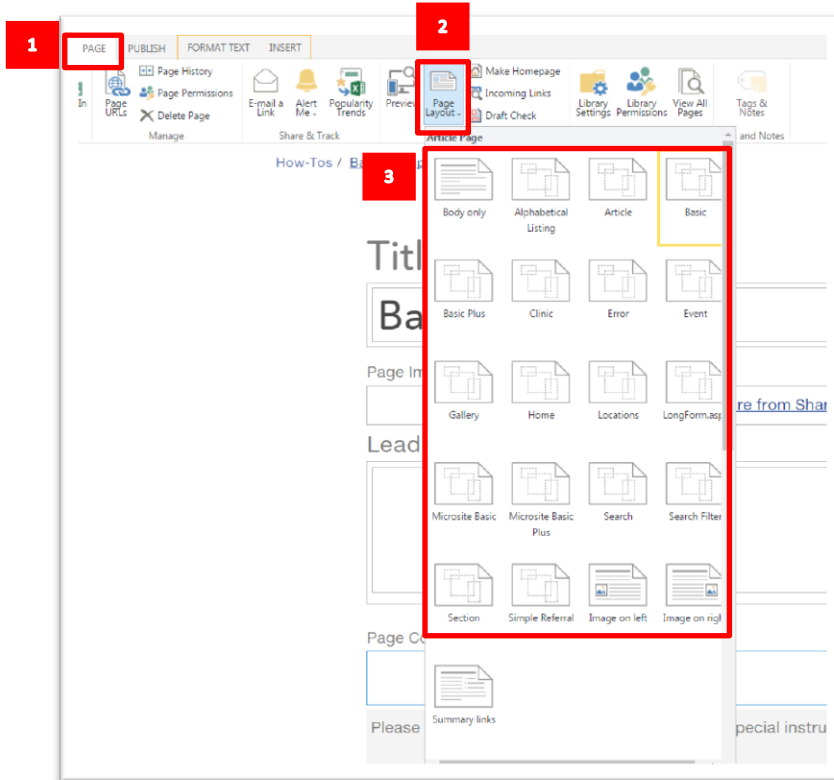


Changing the page template

Most new pages are created with the default Basic Template. If you want to use a different template, you need to change the change the template. You can change the template of a page at any time while editing.

1. In Edit mode of your page, click PAGE on the ribbon, click Page Layout, and select from the available templates the one that is most appropriate for your content.

Note: Depending on the channel you are working in, only certain templates will be available for use in your section. The Basic template is available in all sections and Basic Plus in most sections. (For help in choosing a template, see **Page Design > Template Examples & Tips.**)



2. The template will switch and your page will display in the new template. The content areas of the page will be different depending on the template you chose.

Note: If you change the template while you are editing, Sharepoint will move your content into what it thinks is a corresponding area. However, the content of your page might be affected, particularly if you change from a complex template to a simpler template. You might need to move your content into the correct content areas. For help changing from a Basic Plus template to a Basic template, see **Troubleshooting in How-Tos > Tabs.**

3. Edit your page and click Save.