How to use a Template
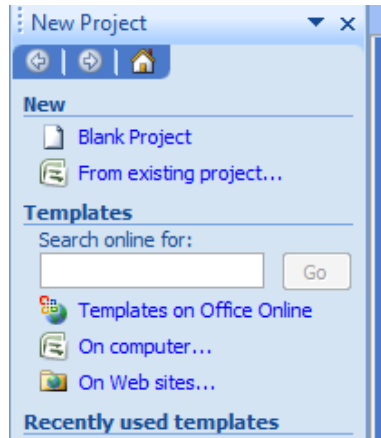
This article demonstrates how to start a new Project by using a Template. To start a project by using a pre-defined template, open Project Professional 2007, go to File and click on New. The following box should appear (the default is in the Project Guide area on the left hand side of the screen):

Click the "On Computer…" below the "Template" header. The following box should pop up. For pre-configured templates, go to the "Enterprise Templates" tab and then select the appropriate Template.
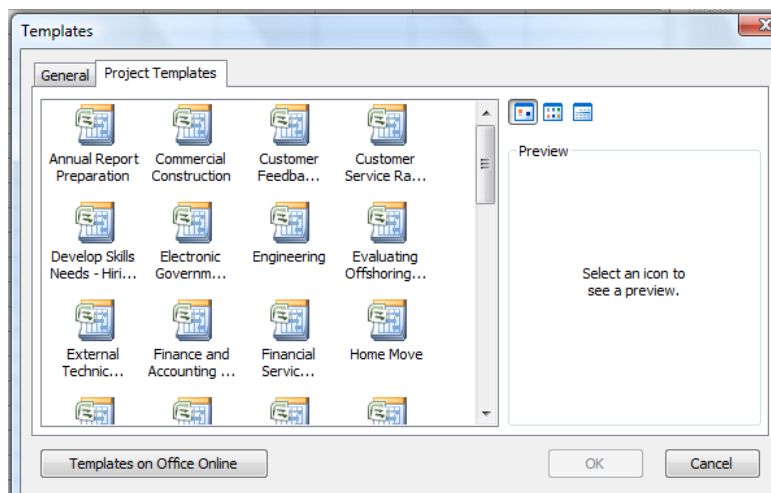
Make any adjustments needed to the Template and then save the schedule as a new project.