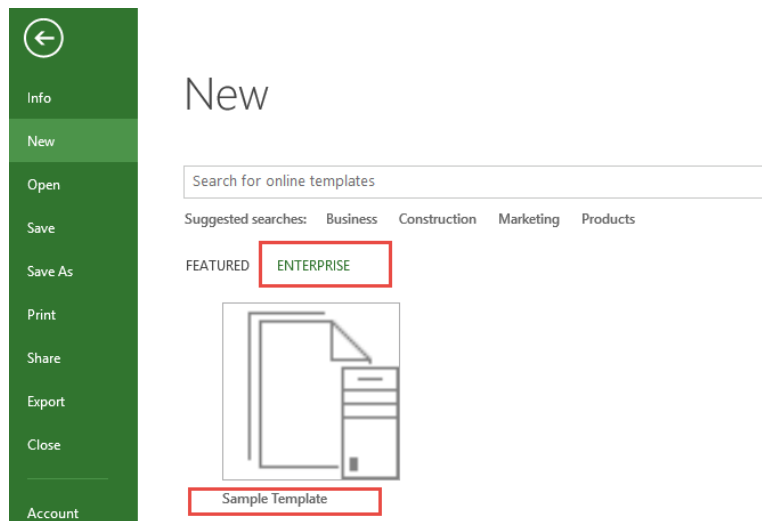**How to use a Template**

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 2013, go to File and click on New. The following screen should appear (if you are connected to a Project Server). If you are not connected to Project Server the screen will look similar but not have the "Featured" or "Enterprise" links.
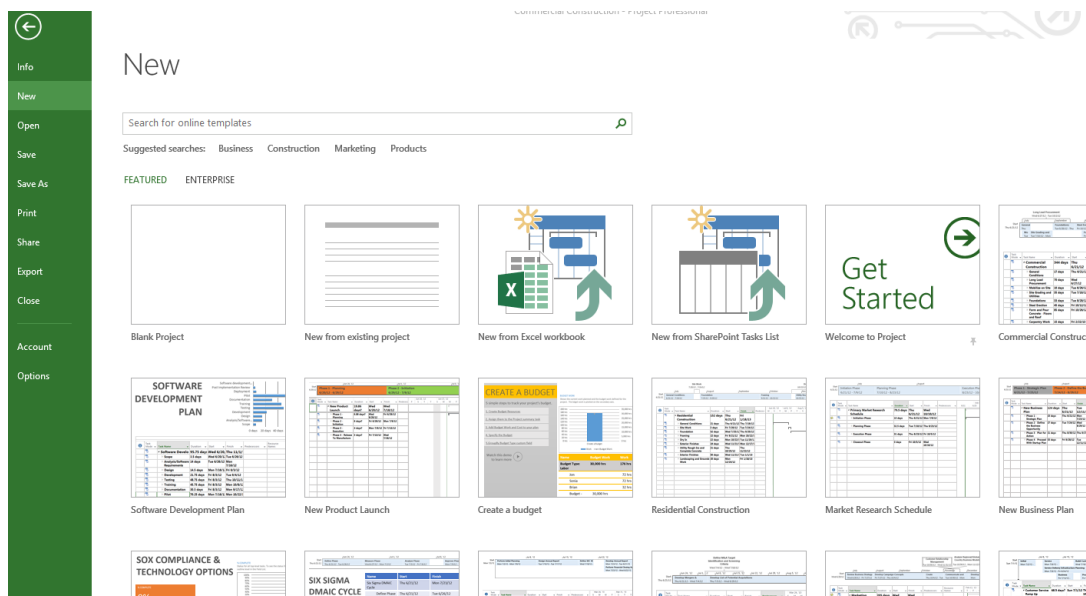
There are a number of options at this point. To select a Template that your organization has already created, select "Enterprise" and a new screen will appear showing all the templates that you have permissions to view within your organization.

If you want to use a Template that is available online you can either enter a template type in the "Search for online templates" at the top of the screen or you can select one of the templates from the listing of templates that are displaying on the screen already in the "Featured" selection".

Once you have selected the template you desire to use, it will open. Make any adjustments needed to the Template and then save the schedule as a new project.