

Creating a Page Template in OneNote

These directions explain how to create a page template in OneNote 2016.

Note: These directions use the full version of OneNote.

Step 1: Format Page Template

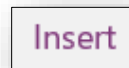
1. Navigate to a page in **OneNote**.
2. Format the page with text or other options.

Note: Use the Insert Tab to add a table.

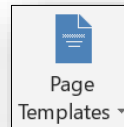


3. Sample OneNote page templates can be edited and used as your template.

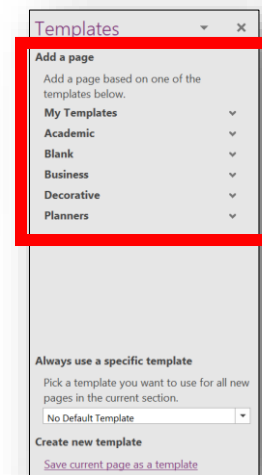
- a. Click **Insert tab**.



- b. Click **Page Templates** in the ribbon.



- c. Explore and choose any template in the list on right.
- d. Edit selected template as needed.

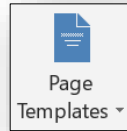


Step 2: Save Created Page Template

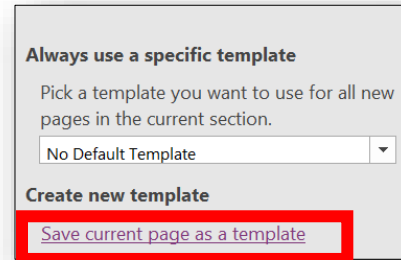
1. Once your notebook page template is formatted, click **Insert tab**.



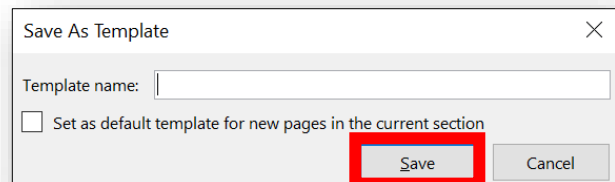
2. Click **Page Templates** in the ribbon.



3. Choose **Save Current Page as a Template**.



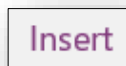
4. Enter a name for the template.
Note: If you prefer the template to be auto populated each time a new page is created in a section, click in the check box to set the template as the default template.



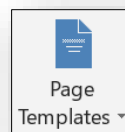
5. Click **Save**.

Step 3: Insert Created Page Template

1. Click the **Insert tab**.



2. Click **Page Templates** in the ribbon.



3. Select your created template from the **My Templates** heading in list.

