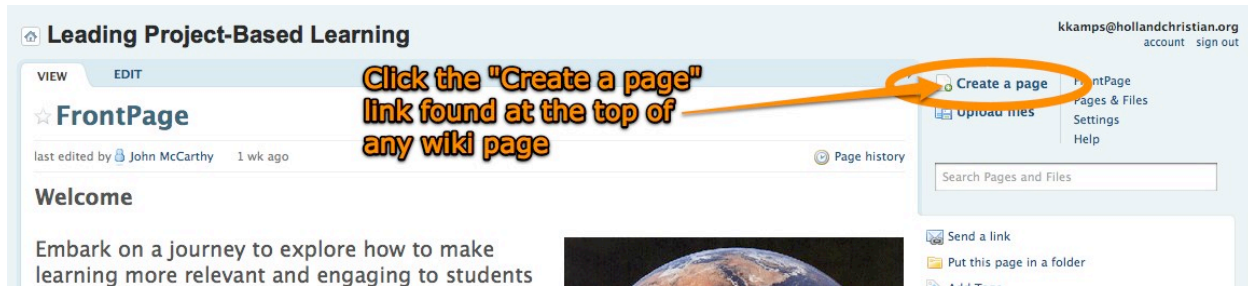# Creating Pages Using Templates

You can easily create a page that already contains the basic structure for an assignment. To make a page using a template, click the "Create a page" button found in the top right-hand corner of any workspace page.

Once on the "Create a new page" page,

1. Enter the name of your document using your first name, the first letter of your last name, a hyphen (no space) and the name of the assignment (for example, I would enter KristynK-Personal Profile).
2. Select the correct folder location.
3. Change the "Page Content" to "Use a template."
4. Use the pull down menu to find the "Personal Profile Template" option.
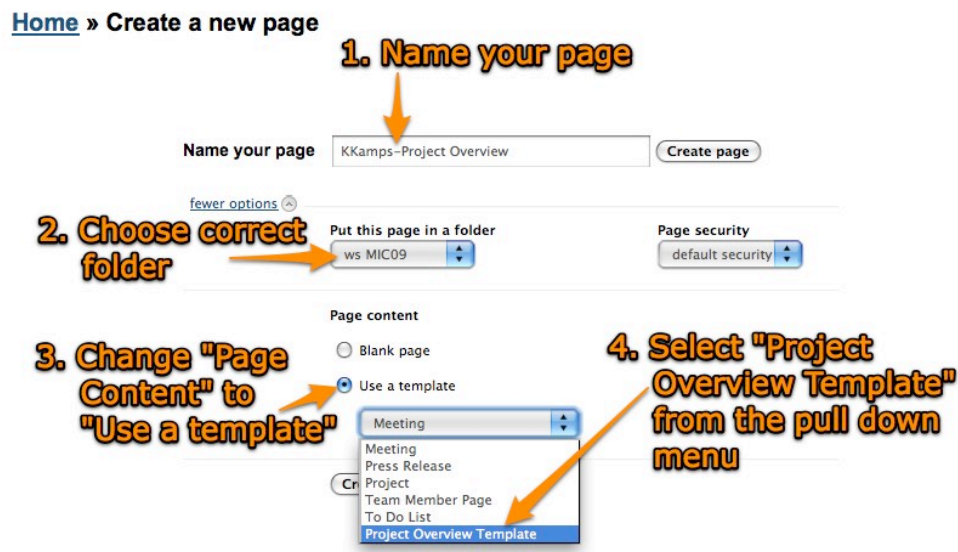
Create your page.

Your new page will look like this: