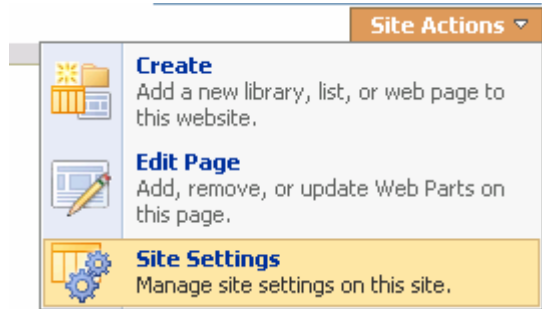


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How to Download a Site Template in SharePoint 2007

Select Site Actions -> Site Settings:



Under Look and Feel select Save site as template:

Look and Feel

- Title, description, and icon
- Tree view
- Site theme
- Top link bar
- Quick Launch
- Save site as template
- Reset to site definition

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Enter in the desired information – note that the file will have a stp extension and that the File name and Template name are required fields. Also note if you wish to also save custom lists etc with the template click Include Content:

Save Site as Template

Use this page to save your Web site as a site template. Users can create new Web sites from this template.

File Name Enter the name for this template file.	File name: <input type="text"/> .stp
Name and Description The name and description of this template will be displayed on the Web site template picker page when users create new Web sites.	Template name: <input type="text"/> Template description: <input type="text"/>
Include Content Include content in your template if you want new Web sites created from this template to include the contents of all lists and document libraries in this Web site. Some customizations, such as custom workflows, are present in the template only if you choose to include content. Including content can increase the size of your template. Caution: Item security is not maintained in a template. If you have private content in this Web site, enabling this option is not recommended.	<input type="checkbox"/> Include Content

Click OK once done.

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Operation Completed Successfully

The template has successfully been saved to the site template gallery. You can now create sites based on this template.

To manage templates in the gallery, go to the [site template gallery](#).

To return to the site administration page, click **OK**.

OK

To download the file and view it click the site template gallery link – otherwise click OK to return to the site administration page.

If the site template gallery link is selected, the view will look as such where in this case I named the File name and Template name testtemplate:

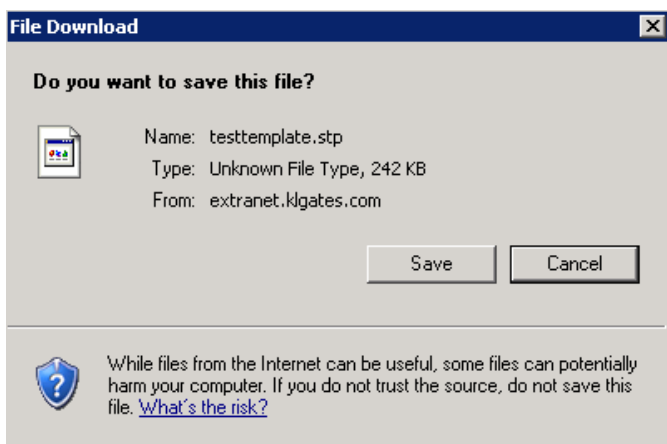
Site Template Gallery

Make a template available for use in Web site creation by adding it to this gallery. The templates in this gallery are available to this site and all sites under it. Default site templates are not shown.

Upload ▾ | Actions ▾ | Settings ▾ | View: **Default View** ▾

Name	Edit	Title	Modified	Language
testtemplate ! NEW		testtemplate	3/11/2011 2:52 PM	English

Click on the site template in the Name column and a File Download box will come-up:



Click Save and save the file to the desired location.

Open the .stp file up in the text editor of your choice to view the XML like contents.