

Save and reuse a design in the classic editor

Classic template editor

Save your design as a template to keep a copy you can go back to, or to try something new without losing what you have. Importing a template later puts that design back into your draft.

Who can do this: Owners and Admins · **Plans:** All plans

Save your design as a template

1. In the classic template editor, click the gear next to **Version:** in the top bar.
2. Click **Save as Template**.
3. Type a **Template Name** of at least 3 characters.
4. Optionally, add a **Template Description**, and click **Select Image** to add pictures that help you recognize it, such as screenshots.
5. Click **Save**.

"Template successfully saved." confirms it. The template holds every setting in the editor as it is at that moment, including changes you haven't published.

The classic editor keeps no history of your published designs, so saving a template before a big change is the way to keep a copy you can return to.

Import a template

Importing replaces your draft's design straight away. There's no confirmation and no undo. If you have a design you might want back, save it as a template first.

1. Click the gear next to **Version:**, then **Templates**.
2. On the **Private** tab, find the template. Templates you saved in this help center are listed there.
3. Click **Import**.
4. When "Template successfully imported." appears, check the preview.
5. Click **Publish** to make the design live.

The imported design is a draft like any other change: visitors don't see it until you publish. See [Save, preview and publish in the classic editor](#). To throw it away before you publish, use **Reset to Published** in the gear menu. That also discards any other unpublished changes.

What an import keeps

An import replaces your colors, fonts, header, menu, home page blocks, page settings, footer, contact form settings, custom CSS and scripts. It keeps these from your current design:

- **Brand Name, Connected Site**, the logo and the favicon. If you haven't set one of these, the template's is used.

- **Contacts Email**, the **SEO** and **Open Graph** settings, and the **Google Analytics Code**.

Manage your templates

- **A private template belongs to the help center you saved it in.** Your other help centers don't list it.
- **The Public tab** lists templates HelpCenter.io makes available to everyone, when there are any. Otherwise it says "There are no public templates available, yet. Stay tuned."
- **To delete a private template**, click the arrow next to its **Import** button, then **Delete**. It's deleted straight away, without a confirmation.

Templates don't carry over to the new template editor, which saves every published design in its version history instead. See [Move your help center to the new template editor](#).

Troubleshooting

"Template successfully saved." doesn't appear. The template wasn't saved. Check that the name has at least 3 characters and that the description is either empty or at least 10 characters long (up to 1,000), then save it again.

"There are no private templates saved, yet." You haven't saved a template in this help center. Templates saved in another help center don't show here.

I imported the wrong template. If you haven't published yet, click **Reset to Published** in the gear menu to go back to your live design. Otherwise, import a template you saved before, or set things back by hand.

Related articles

- [Save, preview and publish in the classic editor](#)
- [Get started with the classic template editor](#)
- [Move your help center to the new template editor](#)