

# Formatting

## Creating a custom template

It's easy to create a custom template with your own setup, including element styles, customized autocompletions for Scene Intros, Scene Times, Character Extensions, etc., and even default document text.

Just create a new document and customize it the way you would like. Then, choose **File > Templates > Save as Template** to save the file as a new template (as a .fadein.template file instead of just a .fadein file).

You'll be given the option to automatically install the newly saved template for use with Fade In. (Otherwise, templates have to be installed under **File > Templates > Manage Templates** before you can use them.)

You can even set the new template, once installed, as the default template for new documents under **Preferences > General**.

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Author: Fade In Knowledge Base

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