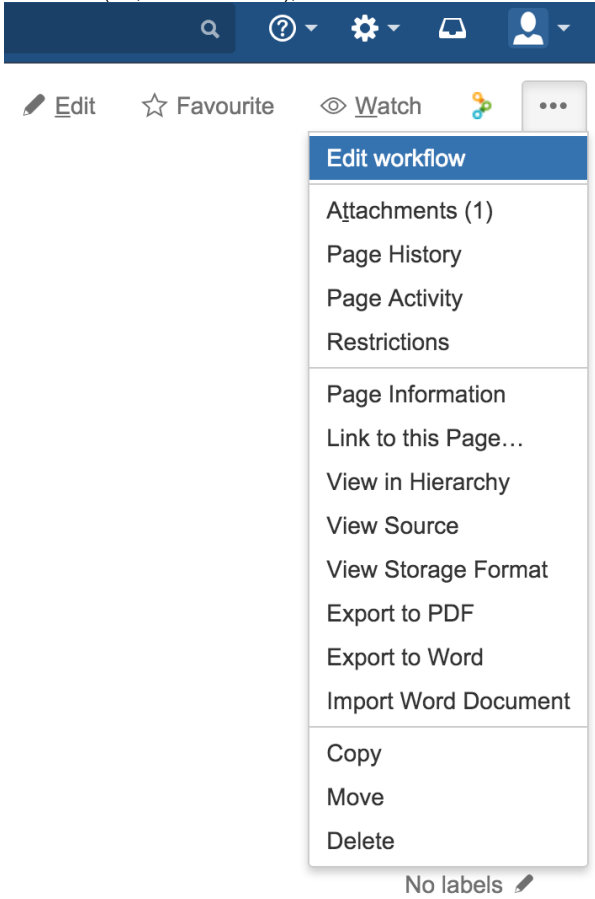# Save a workflow as a template

You can create your own workflow states and tasks as you work through the content of a page or blog. You can save the states and tasks as a workflow template for use later.

To save states and tasks as a workflow:

1. Click on **...** (i.e., the **tools** menu), then **Edit workflow**.

2. Add or arrange states, add tasks, triggers or any change in the workflow.
3. Click **Save as template....**The **Template properties** window appears.
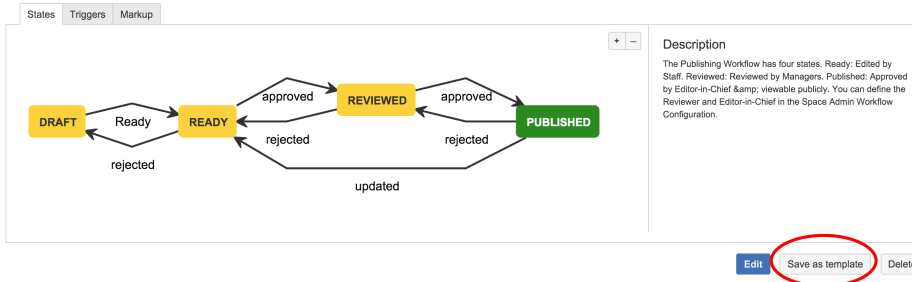
4. Enter the template name and description. This is the information that appears on the Workflows space administration page.

Template properties

Name: Editor and staff approval workflow

Description:

Save   Cancel

5. Click **Save**. You can view your new template in the Workflows admin page.