

# Saving jobs as templates

By default, job templates are saved to the JobTemplates folder within Pandora, but you can move or rename the folder so its contents can be shared.

1. Select **File > Save Copy As Template**.
2. In the Save As dialog box, type a name for the template.
3. Click **Save** to save the template to the default JobTemplates folder, or browse to another location where you want to keep the template, and then click **Save**.

The .ptl (Pandora template) extension is added to the file name automatically.

**Note:** If you have not previously saved a job as a job, and you now save it as a template, the job itself is still not saved as a job, as indicated by the **Untitled** name in the title bar. The job does not get the same name as the template unless you save the job as a job with that name.