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# WAV Download Instructions

Questions should be referred to the author at [hagit@hlandman.com](mailto:hagit@hlandman.com)

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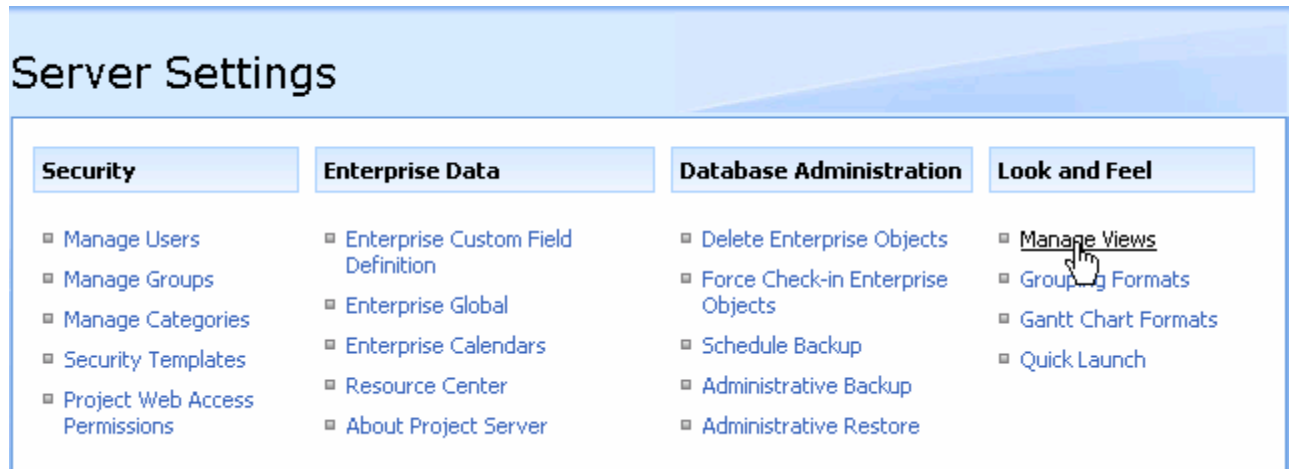
## Upload a list template

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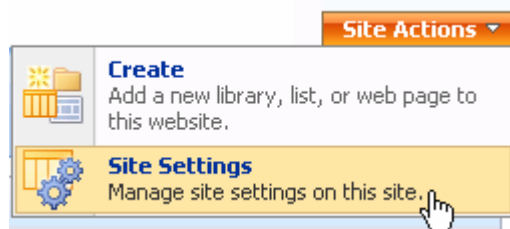
First, download the file to your computer (the .STP files). You also upload excel files.  
In the Project Web Access home page  
Select **Server Settings** on the right pane



In the **Server Settings** page select **Manage Views**



In the **Manage Views** page that open, under **Site Actions** select **Site Settings**.



In the **Site Settings** page that opens, under **Galleries**, select **List templates**

Project Web Access > Site Settings

## Site Settings

**Site Information**

Site URL:	http://ps2007demo/dev/
Mobile Site URL:	http://ps2007demo/dev/m/
Version:	12.0.0.4518

**Users and Permissions**

- People and groups
- Advanced permissions

**Look and Feel**

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

**Galleries**

- Master pages
- Site content types
- Site columns
- Site templates
- List templates
- Web Parts

**Site Administration**

- Regional settings
- Site libraries and lists
- Site usage report
- User alerts
- RSS
- Search visibility
- Sites and workspaces
- Site features
- Delete this site

The **List Template Gallery** page opens. In that page select **Upload**

Project Web Access > List Template Gallery

## List Template Gallery

Make a template available for use in list creation by adding templates that are not shown.

**Upload** ▾ | **Actions** ▾ | **Settings** ▾

Name	Edit	Modified
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Under the **Upload** menu, select whether you want to upload a single document or multiple documents.


Project Web Access > List Template Gallery

## List Template Gallery

Make a template available for use in list creation, available to this site and all sites under it. Default

Upload ▾ Actions ▾ Settings ▾

 **Upload Document**  
Upload a document from your computer to this library.

 **Upload Multiple Documents**  
Upload multiple documents from your computer to this library.

The following page will open

Project Web Access > List Template Gallery > Upload Document

## Upload Template: List Template Gallery

**Upload Document**  
Browse to the document you intend to upload.

Name:

[Upload Multiple Files...](#)

Overwrite existing files

Browse to find the file you want to upload and then click **OK**.

The following screen will open

Project Web Access > List Template Gallery > requirements1 > Edit Item

## List Template Gallery: requirements1

 Delete Item |  Check Out \* indicates a required field

<b>Name *</b>	<input type="text" value="requirements1"/> .stp
<b>Title</b>	<input type="text" value="requirements"/>
<b>Description</b>	<div style="border: 1px solid gray; height: 60px;"></div>

Created at 7/1/2008 9:02 PM by Hagit Landman  
Last modified at 7/10/2008 5:47 PM by Hagit Landman

Fill in the relevant details, (Title, Description) and click OK.

Now the template will appear in the list template gallery. Whenever you want to create a new list this template will be available for you.  
Please note – the templates that you upload do not have the views defined except for the default view.