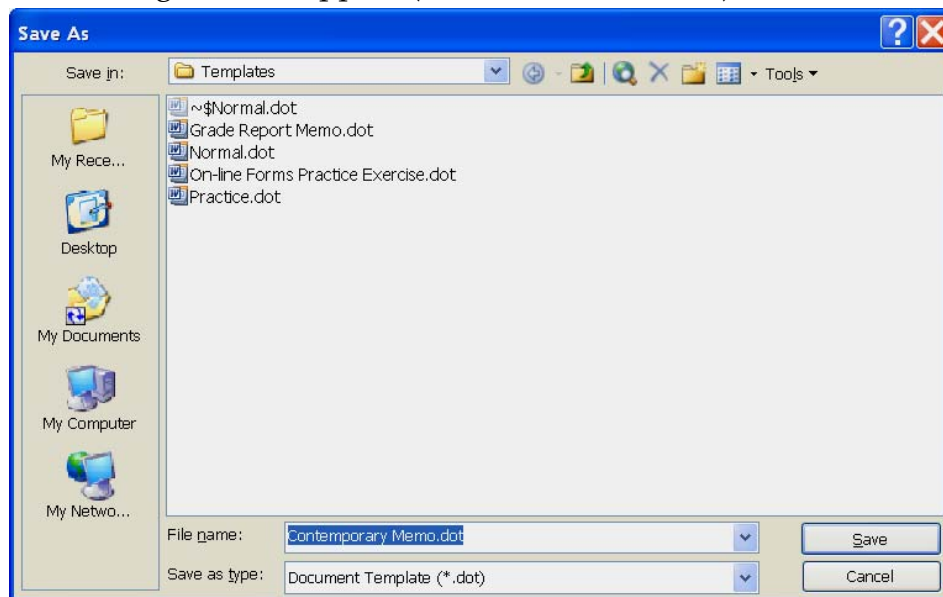
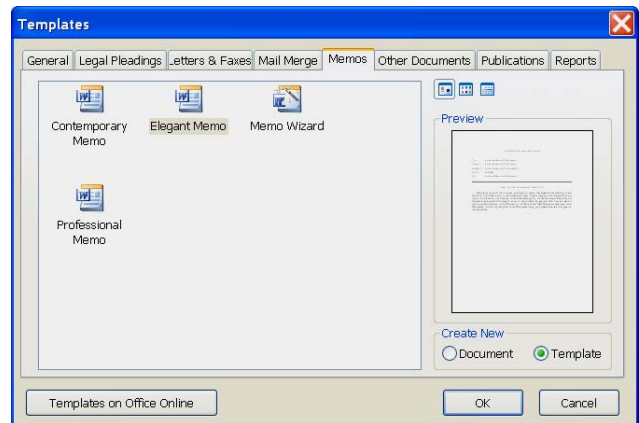


CREATING A NEW TEMPLATE FROM AN EXISTING TEMPLATE

When working with templates, it is possible to make changes to a Word template so that it will be customized to your own personal needs. The best way to customize a Word template is to make a copy of it. Then if you make changes you don't like, you can always use the original template to start over. To make a copy of a template, do the following:

- ❖ When the Word program is first opened, the **Getting Started Task Pane** appears.
- ❖ To display the **New Task Pane**, do one of the following:
 - Click **File** on the **Menu Bar** and then choose **New** from the list of options.
 - Click the list arrow next to **Getting Started** on the **Getting Started Task Pane**.
- ❖ The **New Document Task Pane** will appear on the **right-hand** side of the window.
- ❖ Click the **On my computer** link under **Templates** in the **New Document Task Pane**.
- ❖ The **Templates** dialog box will appear (see illustration at right).
- ❖ Click one of the tabs to select a template.
- ❖ Under **Create New** in the bottom right corner of the dialog box, choose **Template**.
- ❖ Click **OK** to exit the dialog box and display the template.
- ❖ Fill in your own personal information.
- ❖ Once all the changes have been made, save the document. To save changes to this template for future use:
 - Choose **Save As** from the **File** menu.
 - The **Save As** dialog box will appear (see illustration below).



- The **Save As Type** box, should say **Document Template**.
- If it doesn't, click the list arrow and then choose **Document Template**.
- In the **File Name** box, input a name for the document.
- Click **Save** to store the **Template** in this folder.

- Next time you want to use the template:
 - Choose **New** from the **File** menu.
 - Select **On my computer** under **Templates** from the **New Document Task Pane**.
 - The **Template** that you created should appear under the **General** tab.
 - Make sure that the **Document** option button has been chosen under **Create New**.
 - Do one of the following to open the Template:
 - Double-click your template.
 - Single-click the **Template**, then click **OK**.