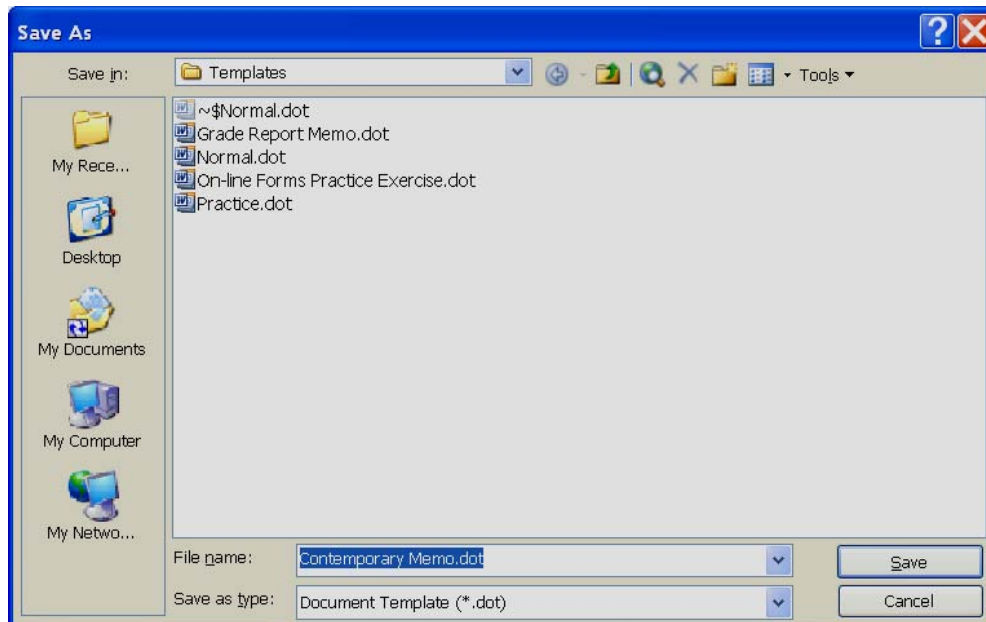


CREATING A TEMPLATE FROM AN EXISTING DOCUMENT

It is possible to create a document and then make it into a template. This just involves using the Save As feature and then specifying that the file is to be a Document Template.

- ❖ Open the document that you want to use for the template.
- ❖ Make any changes to the document that you feel are necessary.
- ❖ Click **File** on the **Menu Bar**.
- ❖ Choose **Save As** from the list of options.
- ❖ The **Save As** dialog box will appear (see illustration below).



- ❖ In the **Save As Type** list at the bottom of the dialog box, choose **Document Template**.
 - The folder name, **Templates**, will appear in the **Save In** box.
 - This is the default storage area for all templates that are created in Word.
 - 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** in 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.
 - Do one of the following to open the **Template**:
 - Double-click the template.
 - Single-click the **Template**, then click **OK**.