

## DOWNLOADING TEMPLATES

If one of the templates in the categories under **General Templates** does not suit your purposes, you can download additional templates from Microsoft's Web site.

- ❖ 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.
- ❖ With the **New Document Task Pane** open, click **Templates on Office Online** under **Templates**.
- ❖ A list of links to different template categories will be displayed.
- ❖ Under the **Browse Links** area, click the **Word** link under **Microsoft Office Programs**.
- ❖ Search through each category until you find a template that will suit your needs.
- ❖ Continue this process, clicking on each of the links until you find a template that may be used for the document you are trying to create.
- ❖ An icon will appear to the left of each link indicating which type of Microsoft application program may be used to create the document.
- ❖ Click the document that you want to create.
- ❖ A window will appear with information about the document such as the document size (see illustration at right).
- ❖ Click **Download Now** to open the template in Word.
- ❖ A message may appear asking about additional assistance (see illustration at right). If this message displays, click **No**.
- ❖ Customize the document with the information for your letter, brochure, resume, calendar, and so forth.
- ❖ Save the document to your folder on the network or any other storage media.

