

CREATING A DOCUMENT USING A TEMPLATE

Creating a page template is a way to reuse content on a Notebook page. Templates can include a blank calendar page, agendas, ruled writing page, and so forth. These templates can serve as backgrounds for many different document types. Templates can also include text, shapes, lines, and images. When a template is used to create a new Notebook page, the objects will have the same properties that were given to it when it was saved. To create the new Notebook file and add a template:

- ✦ Press **File** on the **Menu Bar**.
- ✦ Select **New** from the list of options.
- ✦ Press **Insert** on the **Menu Bar**.
- ✦ Select **Picture/Template** from the list of options.
- ✦ Select **From File** from the next list that appears.
- ✦ Browse to the template that is to be applied.
- ✦ Press **Open**.
- ✦ The template will open on a new **Notebook page**.