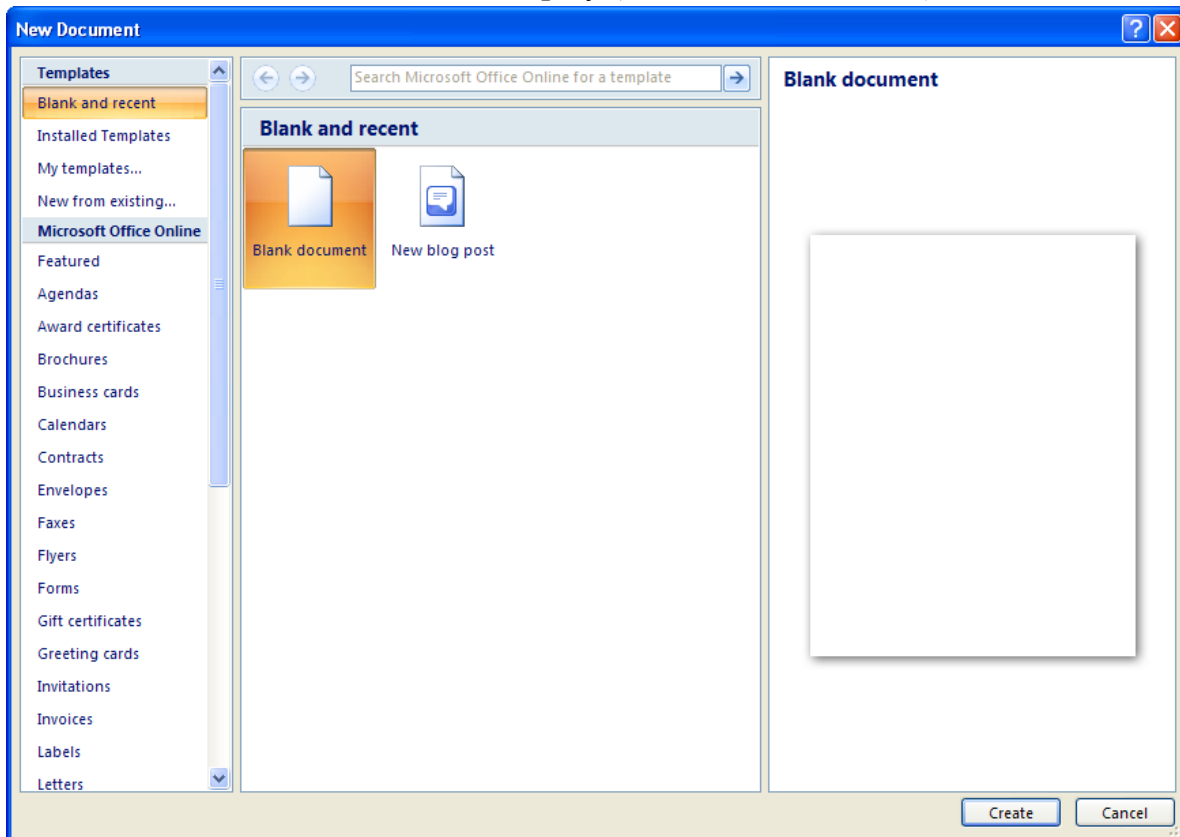


## Creating a New Document

Creating a new document in Word 2007 is a simple process. To complete this process, follow the instructions below.

- ❖ When the Word program is first opened, a new Blank Document will appear in the window. With this document, you can start inputting data.
- ❖ After the program is opened, it is possible to start a new document by completing one of the tasks below:
  - Click the **Office Button** which appears in the upper left corner of the Word window (see illustration at right).
  - Click the **New** button in the list that appears.
  - The **New Document** window will display (see illustration below).



- To create a New Blank Document, do one of the following:
  - Click the **Blank Document** button and then click the **Create** button at the bottom of the window.
  - Double-click the **Blank Document** button.
- To create a different type of document from a Template:
  - Click the appropriate option in the frame on the left of the **New Document** window.
    - **Templates** – These are predefined documents that have been created for a specific purpose, such as for creating memos or resumes.
      - ◆ **Installed Templates** – This is a list of templates that were installed when Office 2007 was installed on your computer.
      - ◆ **My Templates** – To locate a template that was created previously, click this link.

- ◆ **New From Existing** – This option can be used to create a new template from an existing document.
- Once an option is clicked, a gallery of different templates will appear.
- Click the Template that is to be used as the basis for the document.
- **Microsoft Office Online** – In order to access these features, it is necessary to be connected to the Internet.
  - ◆ Click any of the options in the list.
  - ◆ A gallery of the available templates will display in the middle frame.
  - ◆ A preview of the selected template will appear in the right frame.
  - ◆ For some of the options, an additional list of options will appear in the middle frame.
    - Click the additional option in the middle frame.
    - The preview of the available templates for that category will appear in the middle frame.
    - A preview of the selected template will appear in the right.
  - ◆ To download the template, click the **Download** button.
  - ◆ Follow the steps on the Microsoft Web site to complete the download.

