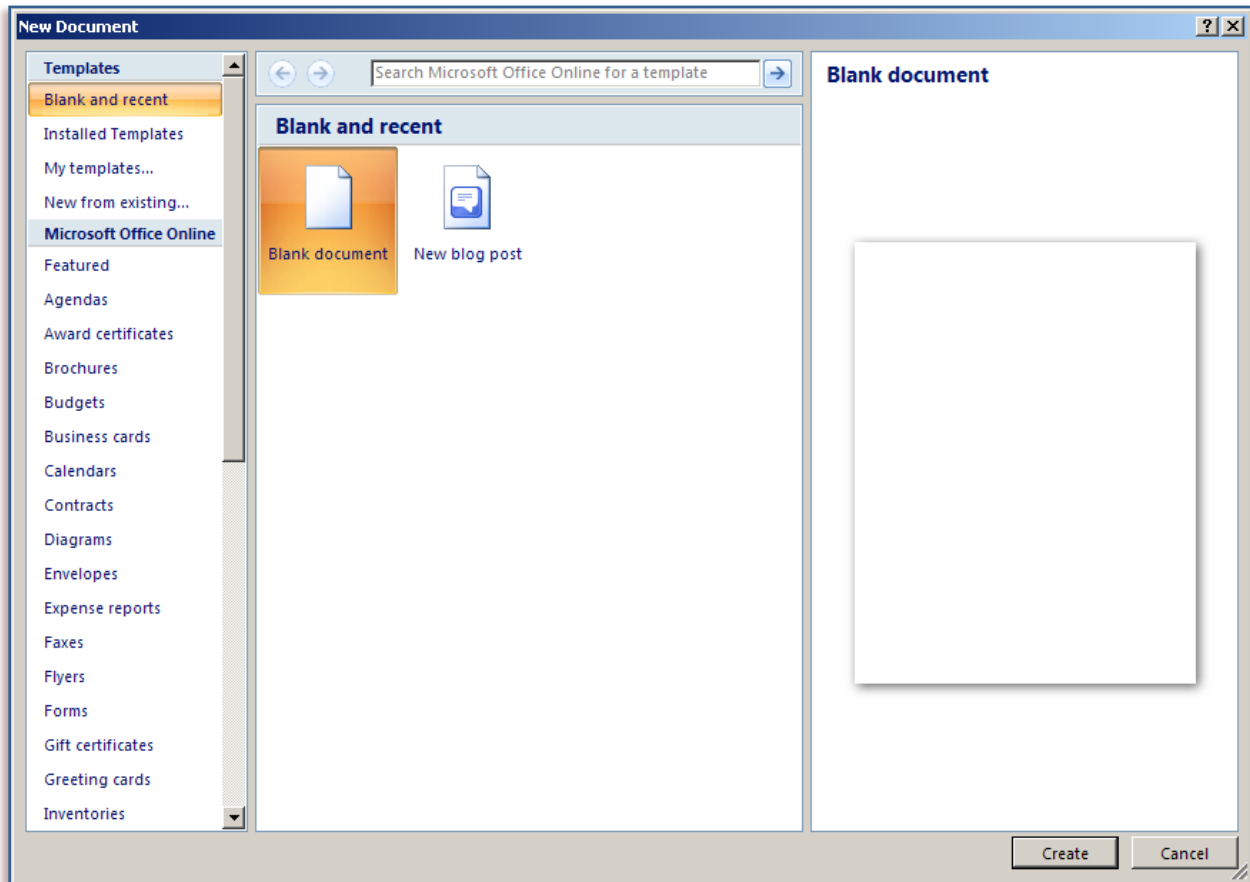


CREATE DOCUMENTS USING A TEMPLATE

When using a template, it is possible to create several documents including letters, resumes, and memos. It is a very simple process to create a document using a template, just follow the steps below.

INSTALLED TEMPLATES

- ❖ Click the **Office Button** (see illustration at right).
- ❖ Click **New**.
- ❖ The **New Document** window will display (see illustration below).



- ❖ Click the **Installed Templates** link to select from a gallery of different templates.
- ❖ Click the **Template** for the document.
- ❖ Fill in the information for the **Template**.
- ❖ Save the **Template** in the same way other documents are saved.

TEMPLATES FROM MICROSOFT OFFICE ONLINE

- ❖ Click **New** under the **Office Button**.
- ❖ The **New Document** window will display (see illustration above).
- ❖ Click one of the categories under **Microsoft Office Online** in the left frame.
- ❖ A gallery of different **Templates** matching the category will display.
- ❖ Click on the **Template** that is to be used.
- ❖ Click the **Download** button.
- ❖ The selected **Template** will appear in the **Word** window.
- ❖ Fill in the information and then save the **Template**.
- ❖ The **Template** will save as a **Word** document instead of a **Template**.