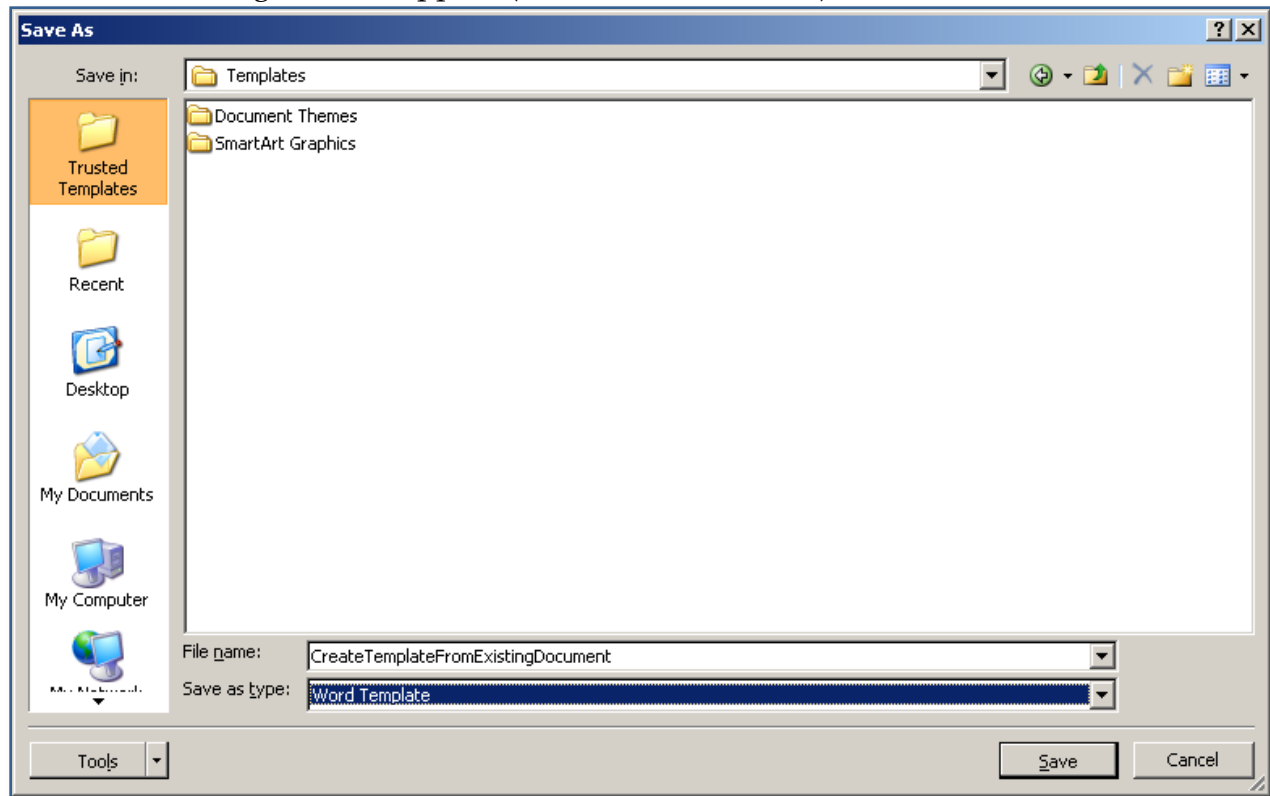


CREATING A TEMPLATE FROM AN EXISTING DOCUMENT

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 Word Template.

- ❖ Open the document that you want to use for the template.
- ❖ Make any changes to the document that you feel are necessary.
- ❖ Click the **Office Button** (see illustration at right).
- ❖ Move the **Mouse Pointer** over **Save As**.
- ❖ Choose **Other Formats** 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 **Word 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.