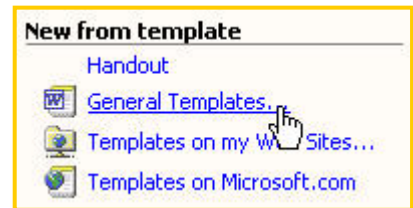


Templates are pre-defined documents containing corporate styles or formatting, generic text or some cases graphics images such as the company logo. Once created the document is then saved as a template and used to re-produce standard documents in an easy and consistent manner on the users PC or throughout the organisation.

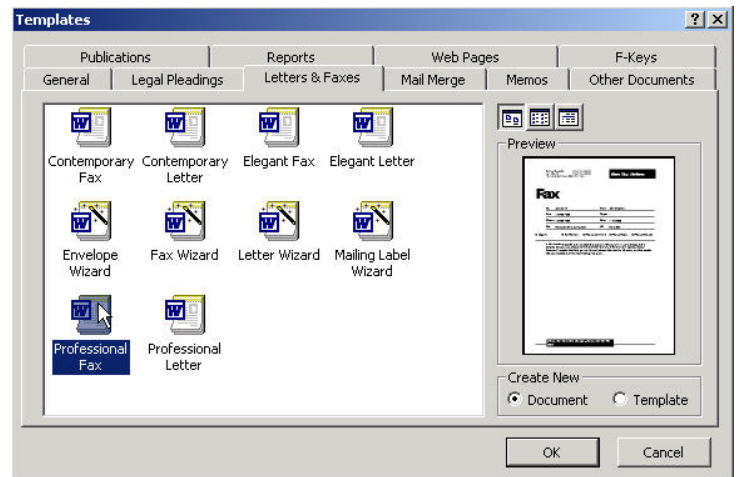
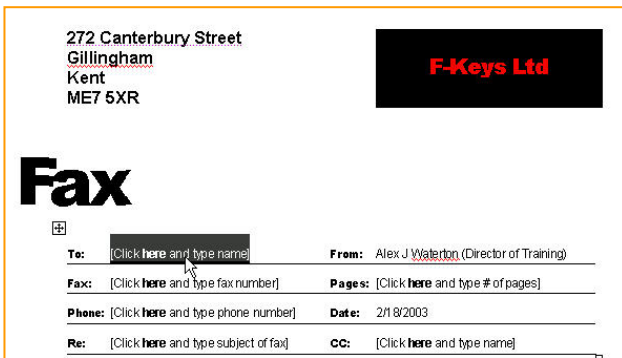
Microsoft Word has a number of existing templates (Faxes/Memos) which can be accessed and modified to the individual's needs of users and organisations.

## Opening and Creating a New Template

- Select **File, New...** from the drop down menus,
- Select **General Templates** from under the *New from templates* section
- Select a template which best suits your requirements by first selecting an appropriate category **Tab** and then a **template** format.
- Click **OK**

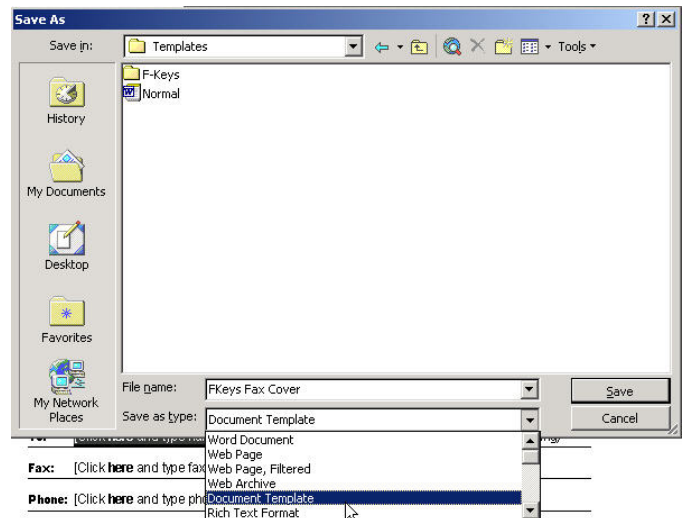


Once the document is open the user will then be able to click and type (change) details



On completing the required editing and adding of any standard information or graphics the document will then need to be saved as a TEMPLATE.

- Select **File, Save As** from the drop down menu
- Enter a *File name:* for the template
- Change the *Save as type:* option from Word Document to **Document Template** this will also cause the *Save in:* directory to change to the **Templates** storage folder. Templates are required to be saved in this folder in order that they can be seen and located from the General templates dialog box and Tab options.
- Click **Save.**



To save templates which need to be accessed/used over the network, please ask your IT administrator for the workgroup location.