


## Using Notepad as a Template

You can use Notepad to create templates of text. It does not do fancy formatting nor add pictures, so this is a text – copy/paste solution only. Any program that accepts straight text can utilize this method.

### HOW TO CREATE:

1. Open Notepad (**Programs, Accessories, Notepad**)
2. Type in the text you want to use as your Template
3. **File, Save**
4. Give it a file name and save it in a Templates folder (you will need to create one if you don't already have one)
  - a. I suggest you create a templates folder in My Documents or on your network if you have one.
  - b. Open My Documents folder
  - c. Click the new folder icon 
  - d. Name your folder Template
  - e. Double click your new folder to open it
  - f. Give your template a file name
5. **Save**

### HOW TO USE:

1. Open your Templates Folder
2. Select the file you want to copy
3. **Ctrl+A** will copy the entire contents to your clipboard
4. Close this file
5. Open the item you want to put the text in
6. **Ctrl+V** will paste the text from your clipboard

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