

Word Templates

HOW TO CREATE YOUR OWN:

1. Type your document with the information in it that you want to use over and over again.
2. **File, Save As** or **Office button, Save As** (depends on your version)
3. Change "Save as type" to **Word Template**
4. Depending on your version of Word, the system may have automatically changed to the hidden Word Templates folder. You may leave your document there if you are going to be the only one to use this document, otherwise change the file location to a shared drive for others to be able to use.
5. Name your template
6. **Save**

HOW TO USE:

If you saved to the default Word Template location:

1. Open Word
2. **File, New**
3. Depending on your version, you may see:
 - a. My Templates, Recent Templates, Sample Templates
 - b. A listing of the templates available on your computer, Online Templates
4. Select the template you want to use, **OK**
5. Note that the new document it created defaults to a Word Document and not a Template. Any changes made to this document will not affect your template.

If you saved to another folder:

1. Browse to the folder, find the file and double click it
2. This will open the template and default to a new Word Document without affecting your original template.

HOW TO MAKE CHANGES TO YOUR TEMPLATE:

If you want to make changes to be used in the future, you must actually open the template. You must browse to the template, right click and select **Open** to actually open the original template to make modifications. Remember to **SAVE** your template.

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