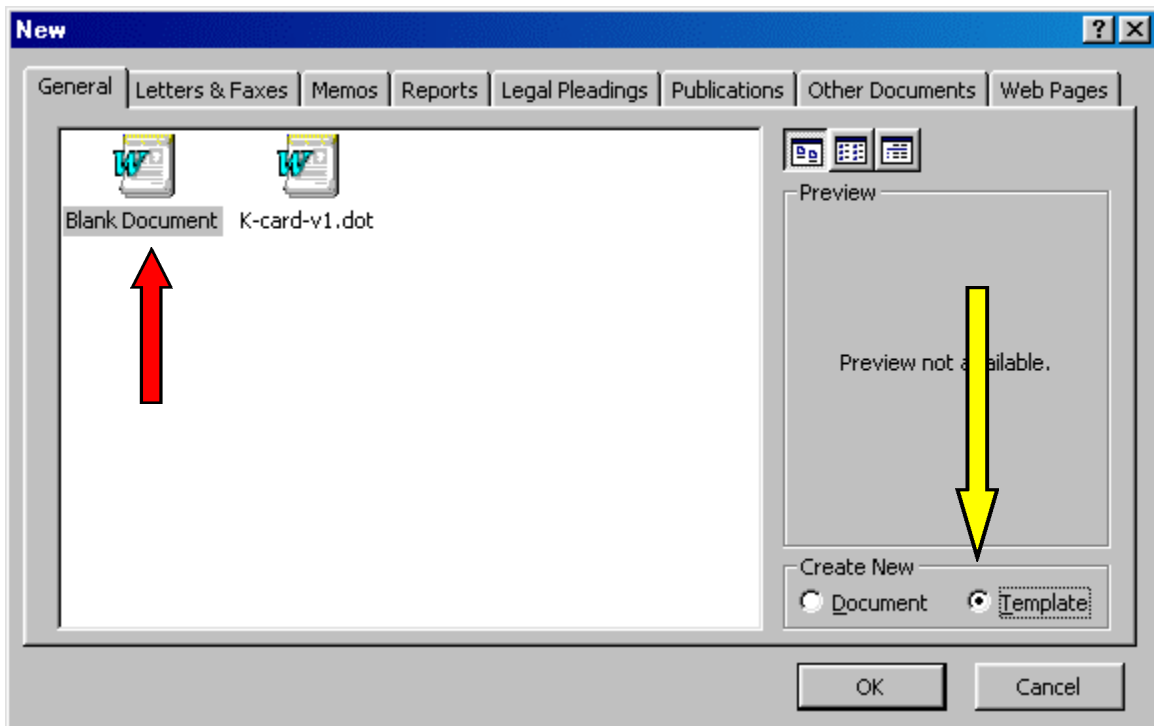
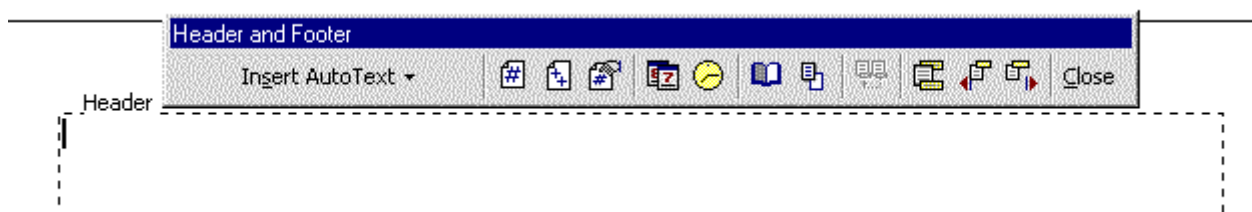


HOW TO CREATE A TEMPLATE IN WORD

1. Decide what information you would like on your template. For instance, if you are creating a letterhead, you will probably want at least your name, the name of the school, phone number, perhaps even your e-mail address.
2. Go to File/New. Click once on Blank Document. Then choose the Template option.

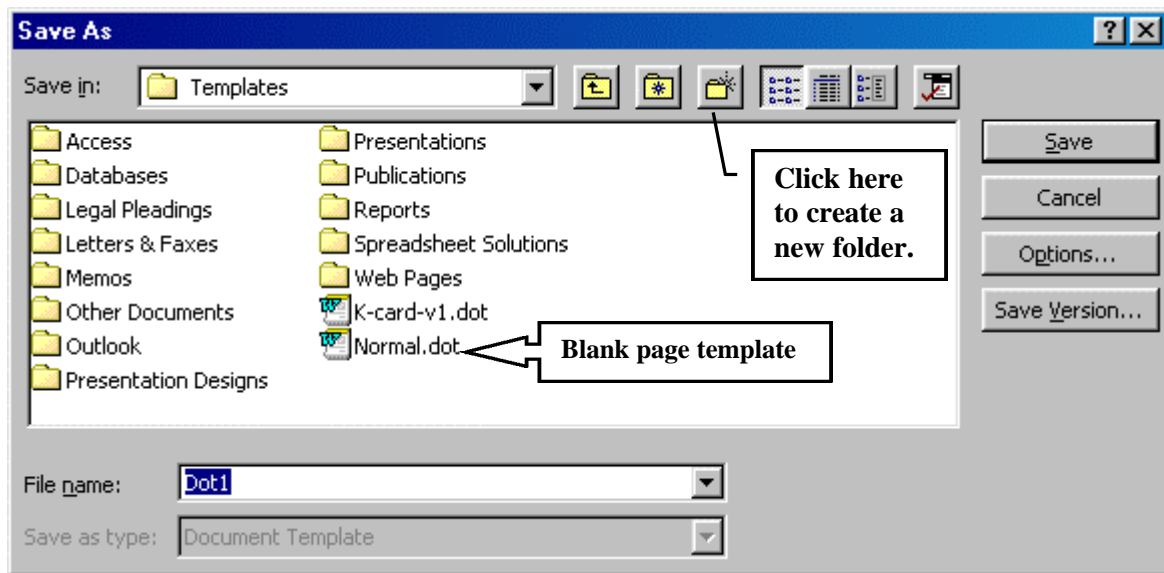


3. Generally you want your information at the very top of the page. The best way to do this is by using the Header and Footer option. Go to the View menu and choose Header and Footer. Your screen will look similar to the image below:



4. You will be able to type information into the Header area. You can either format it as you go along (center, change font, change size) or type in what you want and then pretty it up.

5. Once you are done working in the header, decide whether you want anything in the footer area. If you do, scroll down on the page until you see the footer box. Otherwise, click the Close button on the Header and Footer toolbar to exit the header area. If you add items to the footer, click the Close button when you are done.
6. Check your template over and make sure everything is correct.
7. Save your template by going to the File menu and choosing Save.



The Save screen will look similar to the image above. The folders represent various areas for specific types of templates, the most commonly used would probably be the Letters & Faxes folder. In the example above, there are two files that should sound familiar if you compare them to the New document image on the previous page. K-card-v1.dot is a template I made earlier, while Normal.dot is the default blank page template. There is always a Normal.dot template.

You can save the template by first giving it a name, then clicking Save.

- To test out your template, close any open documents, then go to File/New. Your template should be listed there, and you can double-click it to open it.