

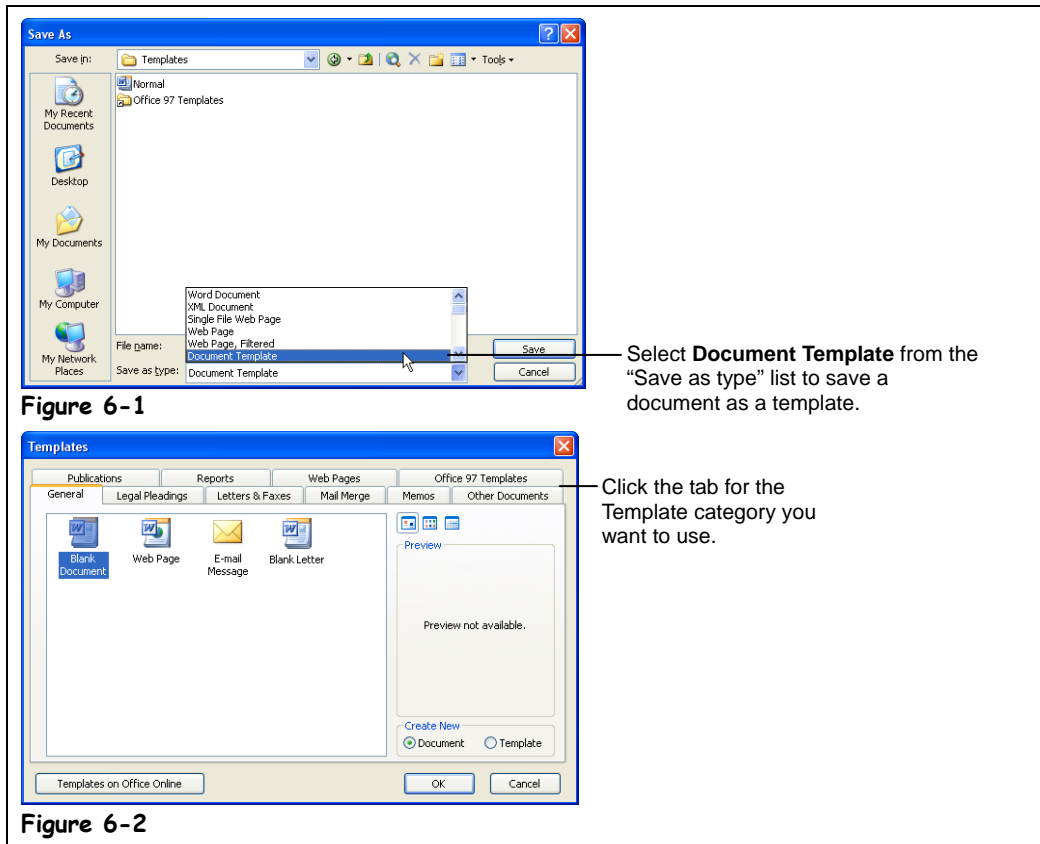
## Lesson 6-1: Creating and Using a Document Template

**Figure 6-1**

You can save a document as a template.

**Figure 6-2**

The Templates dialog box.



Professional  
Letter

**Document  
Template**

If you find yourself applying and creating the same properties and features each time you begin a new document, you could probably save yourself some time by using a template. A *template* is like a mold for Word documents; it contains formatting options and document properties that you can use again and again when creating new documents. In fact, every Word document is based on a template.

Templates can contain the following information:

Text	Tables and graphics	Formatting
Styles*	Macros*	AutoText entries*
Toolbars*	Menus	Shortcut keys

\* Can be copied between documents and/or templates.

Word uses a document template file named NORMAL.DOT as its default template to create blank documents. You can make changes to the Normal template.

Creating a template is actually very simple. This lesson will show you how to create your own template and how to use the template to create new documents.

### 1. Open Word and then open the **Lesson 6A** document.

This document is the starting point for a letter. Since the letter doesn't contain much information yet, it can be saved as a document template so that you don't have to enter the addresses, date, and signature each time you want to create a new letter.

**2. Select File → Save As from the menu.**

The Save As dialog box appears. We want to save the letter as a template instead of as a Word document. Word templates are stored with a .DOT extension instead of the normal .DOC extension for Word documents.

**3. Click the Save as type list arrow and select Document Template, as shown in Figure 6-1.**

Document templates are normally kept in a special template folder. When you select the Document Template file format, Word automatically changes the file location so the template is saved in this folder.

**NOTE:** To manually find out where Word templates are saved on your computer, select Tools → Options from the menu. Click the File Locations tab and note the location for user template files.

**4. In the File Name box, type Blank Letter and then click Save.**

Word saves the document as a Blank Letter document template.

**5. Close all open documents.**

Now that you have created a template, you can use the template to create a new document. Try it!

**6. Select File → New from the menu. Click the On my computer link in the Templates area of the New Document task pane.**

The Templates dialog box appears, as shown in Figure 6-2. Word organizes the templates into different categories, and any templates you create will usually appear in the General tab.

**7. If necessary, click the General tab. Select the Blank Letter template and click OK.**

A new document based on the Blank Letter template appears in the document window.

**8. Select the line Type your text here. Replace the text by typing:**

Joe, I got your information on the senior citizens excursion; however, I was unable to find any pricing in your letter. Could you please either mail me this pricing data or fax it to me at (612) 555-2200?

Now that you have finished typing your letter, save it as a normal document file.

**9. Select File → Save As from the menu.**

The Save As dialog box appears.

**10. Select Word Document from the “Save as type” list and save the file as Letter to Joe. Click Save and close the document.**

The document is saved as a normal Word document. You don't want to leave the Blank Letter template on this computer, so let's delete it.

**11. Select File → New from the menu. Click the On my computer link in the Templates area of the New Document task pane. Right-click the Blank Letter template, and select Delete from the shortcut menu. Then click Yes to confirm the deletion.**

To manually find out where your templates are stored, select Tools → Options from the menu and click the File Locations tab.

**Quick Reference**

To Create a Document Template:

1. Either create or open a document that you want to use for the template.
2. Select **File** → **Save As** from the menu.
3. Select **Document Template** from the Save as type list, give the template a name, and click **Save** to save the template.

To Create a Document Based on a Template:

1. Select **File** → **New** from the menu.
2. Click the **On my computer** link in the Templates area of the New Document task pane.
3. Select the template you want to use and click **OK**.

To Delete a Document Template:

1. Select **File** → **New** from the menu.
2. Click the **On my computer** link in the Templates area of the New Document task pane.
3. Right-click the template you want to delete and select **Delete** from the shortcut menu. Click **Yes** to confirm the deletion.