

Creating a Document Template

There are so many templates available in Office Online now, that you will rarely need to create one of your own.

However, if you find yourself applying and creating the same properties, features, or content each time you begin a new document, you can 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*	Building Blocks
Toolbars*	Menus	Keystroke shortcuts

* Can be copied between documents and/or templates.

1. Create a new blank document. Or, open a document that you want to use as the template.

Remember that everything that appears in the document will appear in the template.

If you have added macros, building blocks, or styles, they are also included in the template.

2. Click the **Office Button** and select **Save As** from the menu.

The Save As dialog box appears.

3. Click **Templates** under Favorite Links.

This is the default location for templates.

As long as templates are saved here, they will be easy to find in the New Document dialog box.

4. Click the **Save as type** list arrow and select **Word Template (*.dotx)** from the list.

You can also choose Macro-Enabled Template (.dotm).

5. Give the template a name.

The name should be something that is easily recognizable, that will be easy to identify later.

6. Click **Save** to save the template.

The dialog box closes and the template is saved.

Exercise

- **Exercise File:** Formletter14-1.docx
- **Exercise:** Save Formletter14-1 as a template named “Testimonial Request”. Close the Testimonial Request template.

Click the Templates folder under Favorite Links to save a template in the correct location.

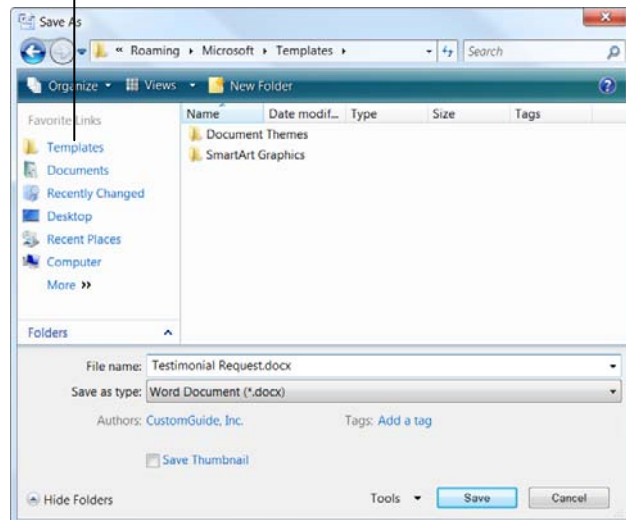



Figure 14-1: The Templates folder in the Save As dialog box.

Tips

- ✓  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.