

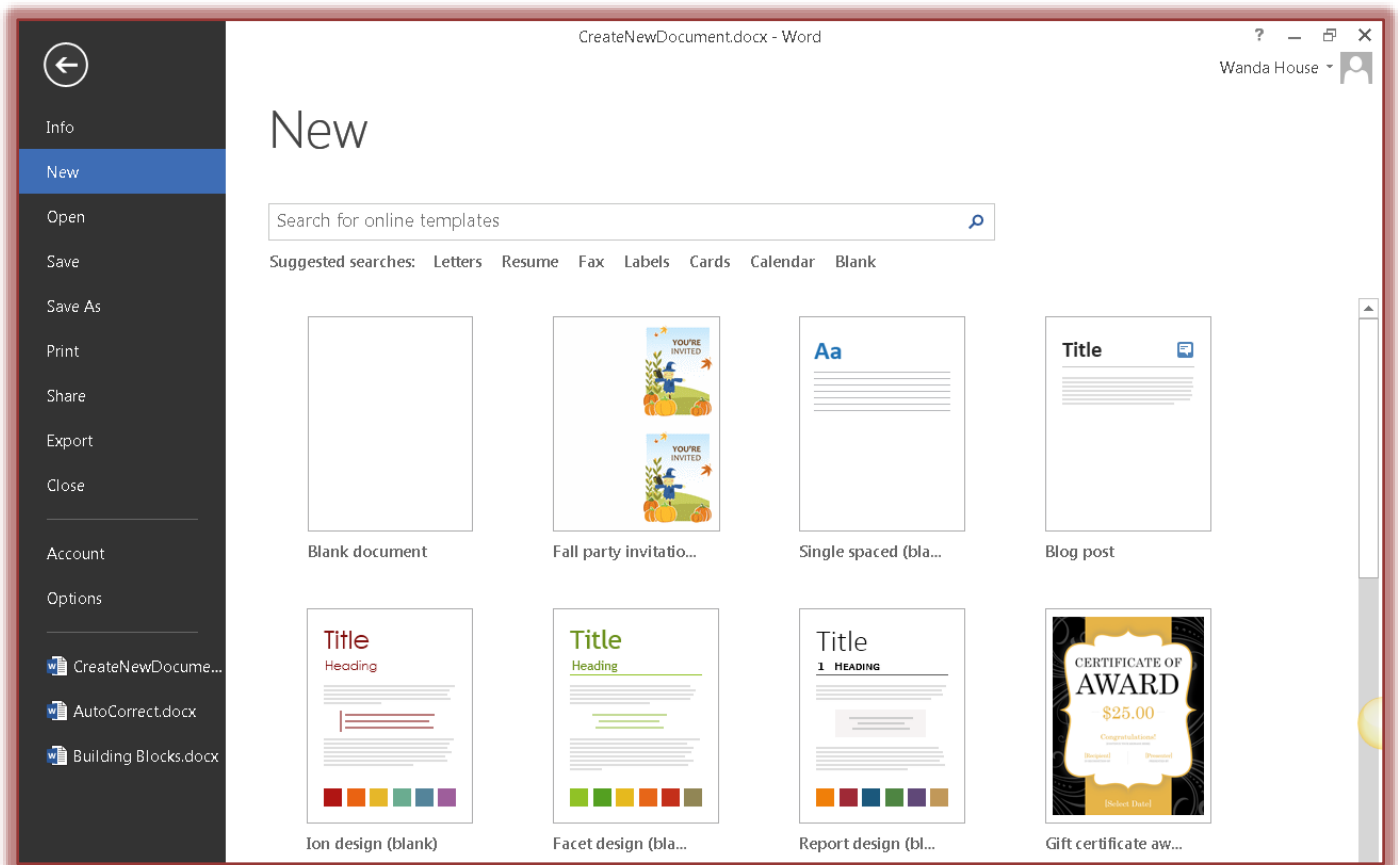
Create a New Document

Creating a new document in Word is a simple process. To complete this process, follow the instructions below. When the Word program is first opened, a new Blank Document will appear in the window. With this document, you can start inputting data. Documents can also be created using a Template. A Template is a predefined document that has been created for a specific purpose, such as for creating letters or resumes.

Create New Blank Document

After the program is opened, it is possible to start a new document by completing one of the tasks below:

- ✦ Click the **File Tab** which appears in the upper left corner of the Word window as shown in the illustration at the right.
- ✦ Click the **New** link in the left frame of the **Backstage View** window.
- ✦ The **Available Templates** window will display (see illustration below).

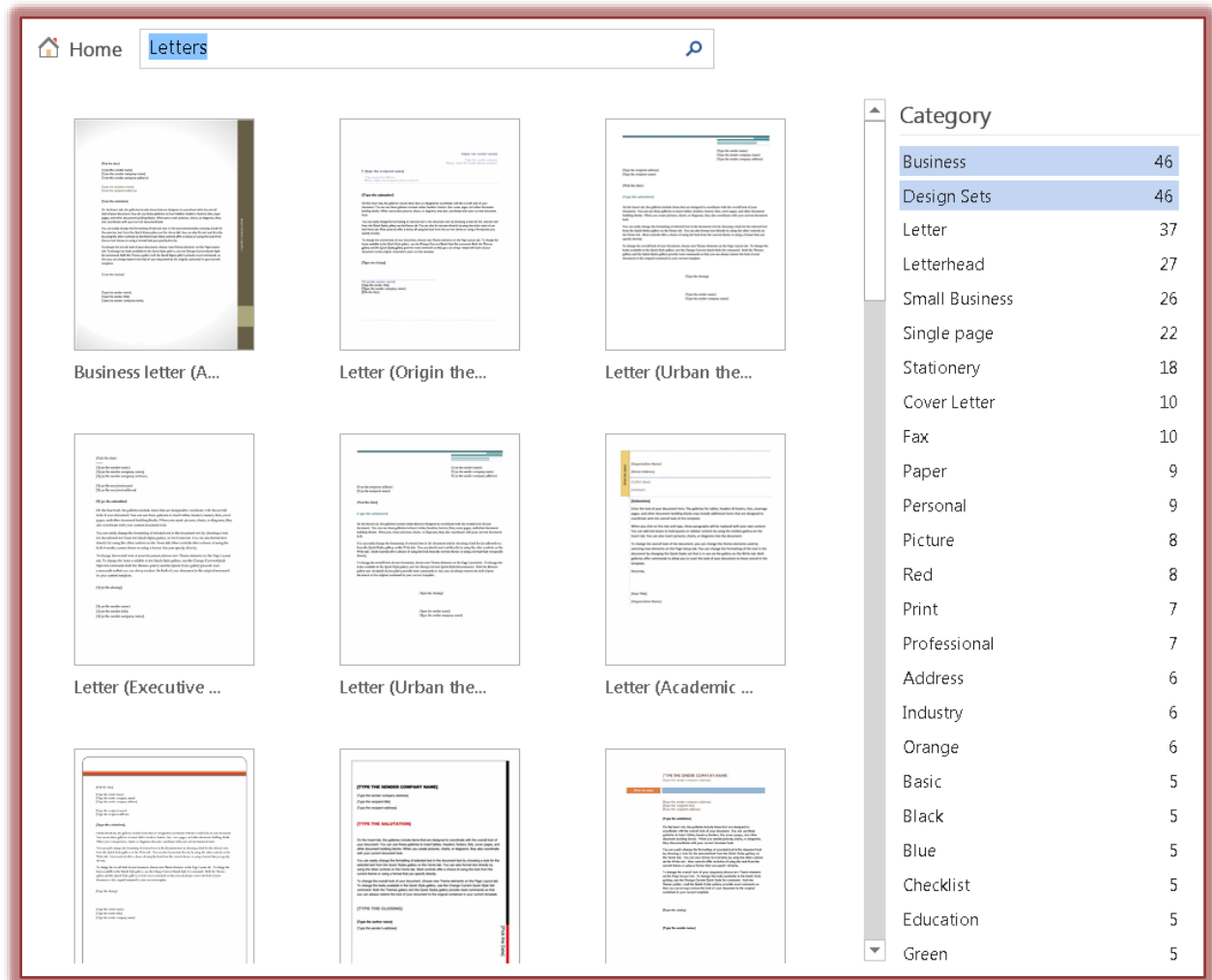


- ✦ Click the **Blank Document** icon.
- ✦ The **New Blank Document** will open.

Create Document from Template

- ✦ Click the **New** link in the frame on the left of the **Backstage View** window.
- ✦ A gallery of templates will appear.
- ✦ Do one of the following:
 - ★ Scroll down the page to select a **Template**.

- ★ Click the appropriate category for the new document, such as **Letters, Resumes, Fax, Labels, Cards, Calenders, or Blank**. Once an option is clicked, a gallery of different templates matching the selection will appear.
- ★ To search for a **Template** online, input a word or statement, such as Resume or Letter, into the **Search** box.
 - ✦ A gallery of **Templates** matching the Search topic will appear as shown in the illustration below.
 - ✦ A list of **Categories** will appear on the right side of the window as shown in the illustration below.
 - ✦ Click any of the **Category** links to see additional **Templates**.



- ✦ Once a selection has been made, click the **Template** to insert it into the document.
- ✦ The document will appear in the **Word** window.
- ✦ Click within each of the **Placeholders** to insert the personalized material for the document.