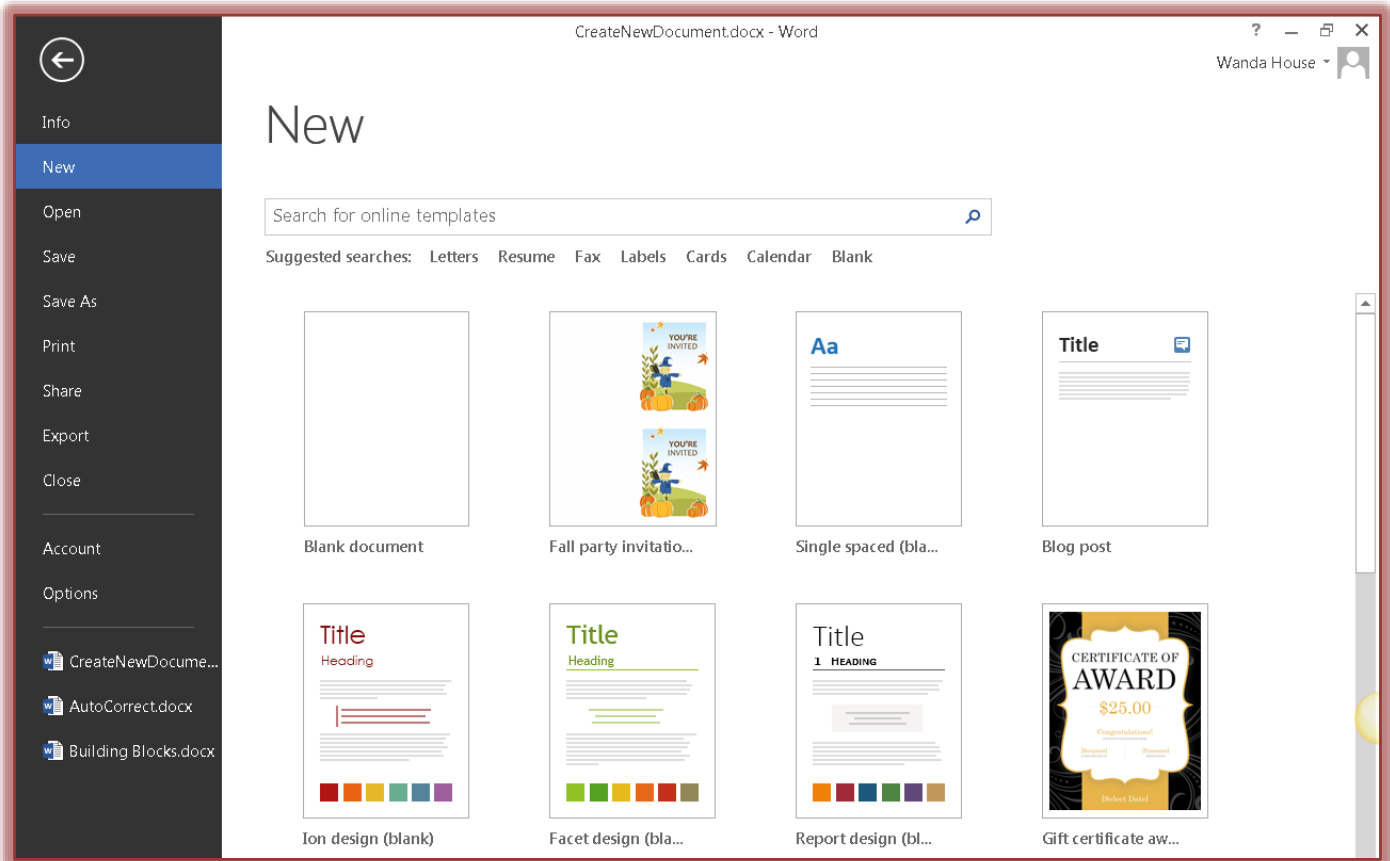


CREATE DOCUMENTS USING A TEMPLATE

When using a template, it is possible to create several documents including letters, resumes, and memos. It is a very simple process to create a document using a template, just follow the steps 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).




- ✦ 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 on the next page.
 - ✦ A list of **Categories** will appear on the right side of the window as shown in the illustration on the next page.
 - ✦ 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.


Home
Letters
🔍




Business letter (A...




Letter (Origin the...




Letter (Urban the...




Letter (Executive ...





Letter (Urban the...



Letter (Academic ...







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Orange	6
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Black	5
Blue	5
Checklist	5
Education	5
Green	5

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