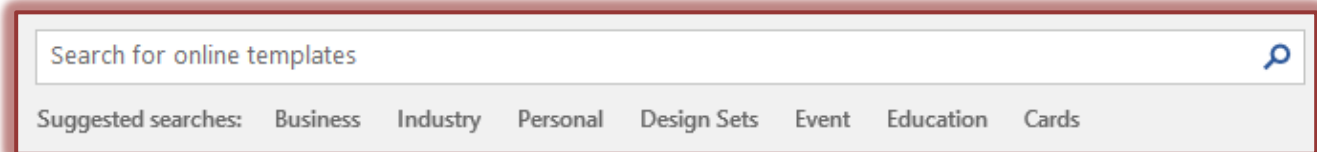


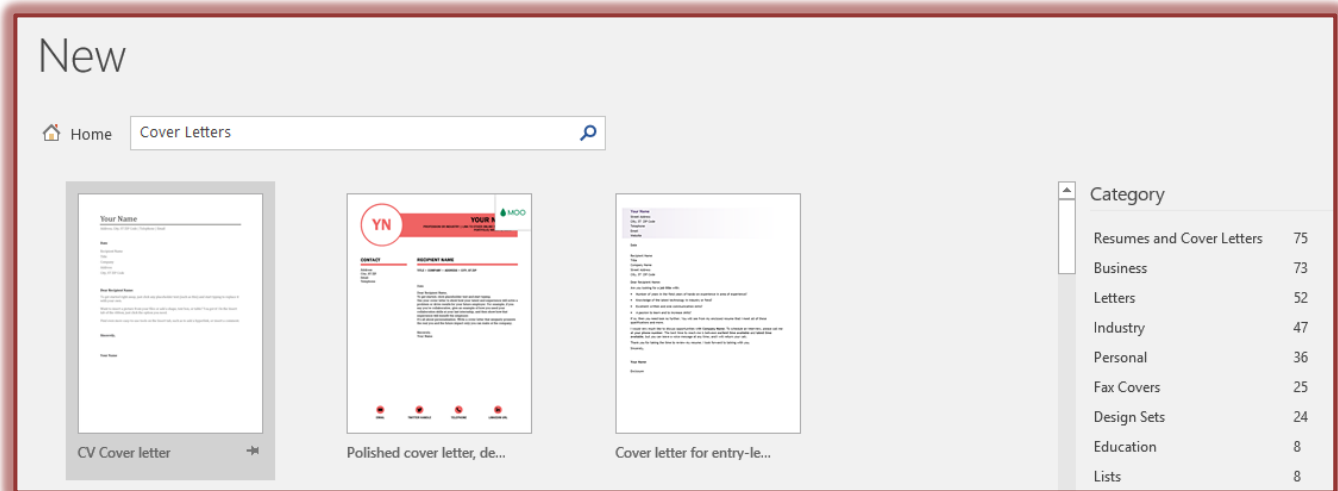
## CREATE DOCUMENTS USING A TEMPLATE

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 **New** link in the frame on the left of the **Backstage View** window.
- ✚ The **New** window will display.
- ✚ A gallery of Templates may appear along with the Blank Document icon.
- ✚ If a gallery of Templates doesn't appear or if you don't find the Template you want:
  - ★ Click the appropriate category for the new document such as those shown in the illustration below.



- ★ 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**.



- ✚ Scroll down the page to select a **Template**.
- ✚ 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.