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.