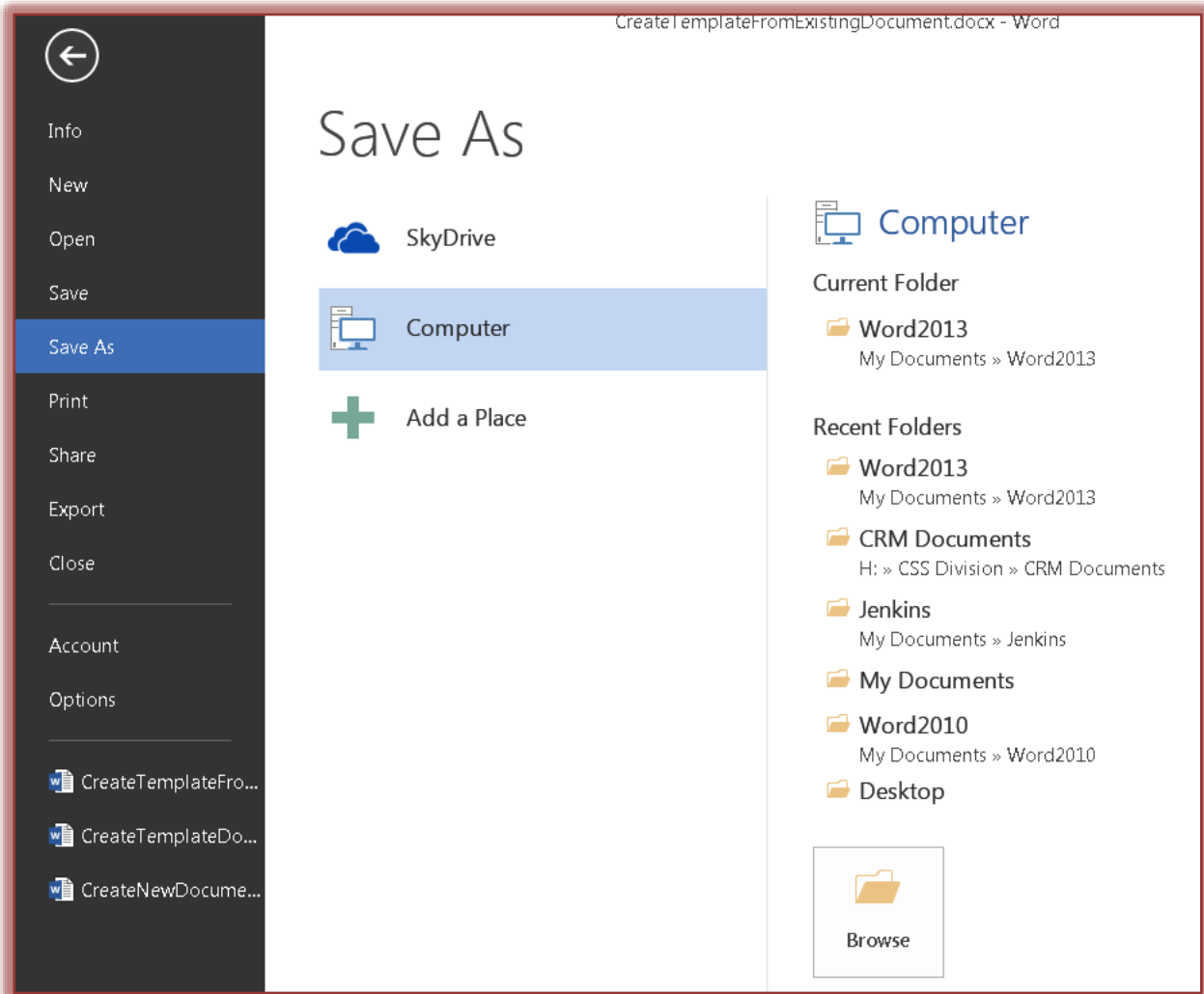


CREATE A TEMPLATE FROM AN EXISTING DOCUMENT

It is possible to create a document and then make it into a template. This just involves using the Save As feature and then specifying that the file is to be a Word Template.

- ✦ Open the document that you want to use for the template.
- ✦ Make any changes to the document that you feel are necessary.
- ✦ Click the **File Tab** (see illustration at right).
- ✦ Move the **Mouse Pointer** over **Save As**.
- ✦ The **Save As** window will appear (see illustration).



- ✦ Do one of the following:
 - ★ Double-click **Computer** and then select a folder.
 - ★ Click a folder from the **Current Folder** area of the window.
 - ★ Click the **Browse** button and search for a folder.
- ✦ The **Save As** dialog box will appear (see illustration below).
- ✦ In the **Save As Type** list at the bottom of the dialog box, choose **Word Template**.
 - ★ The **Template** will be stored in the **Custom Office Templates** folder.
 - ★ This is the default storage area for all personal templates that are created in Word.
- ✦ Click **Save** to store the **Template** in this folder.