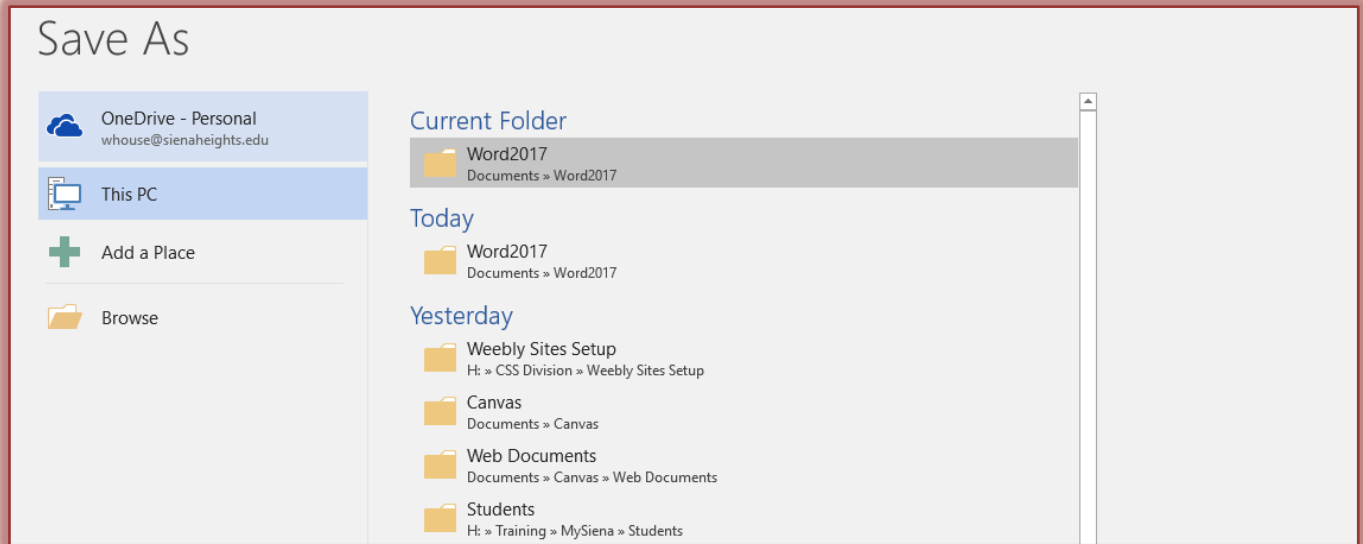


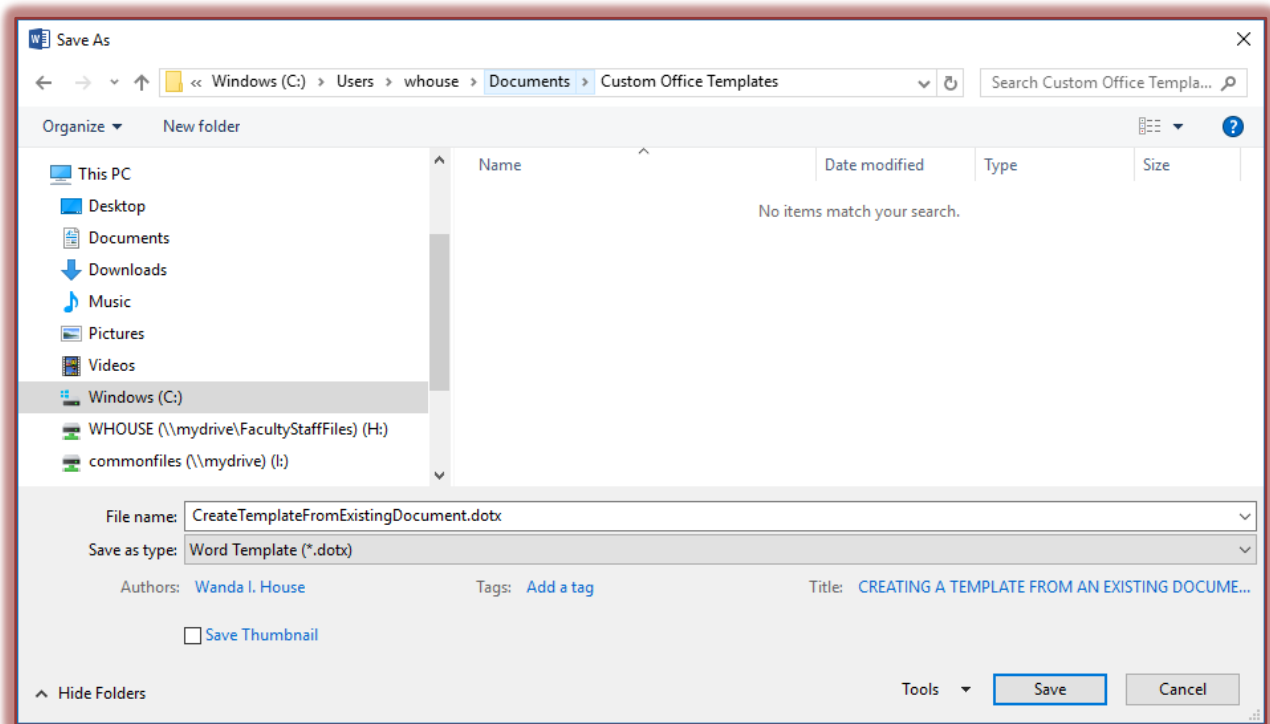
CREATE A TEMPLATE FROM AN EXISTING DOCUMENT

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).



- ✦ Click one of the locations in the list on the left side of the window.
- ✦ Select the folder where the template is to be stored.
- ✦ 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.
- ★ The Templates stored in this folder will appear in the list when a new document is created.
- † Click **Save** to store the **Template** in this folder.