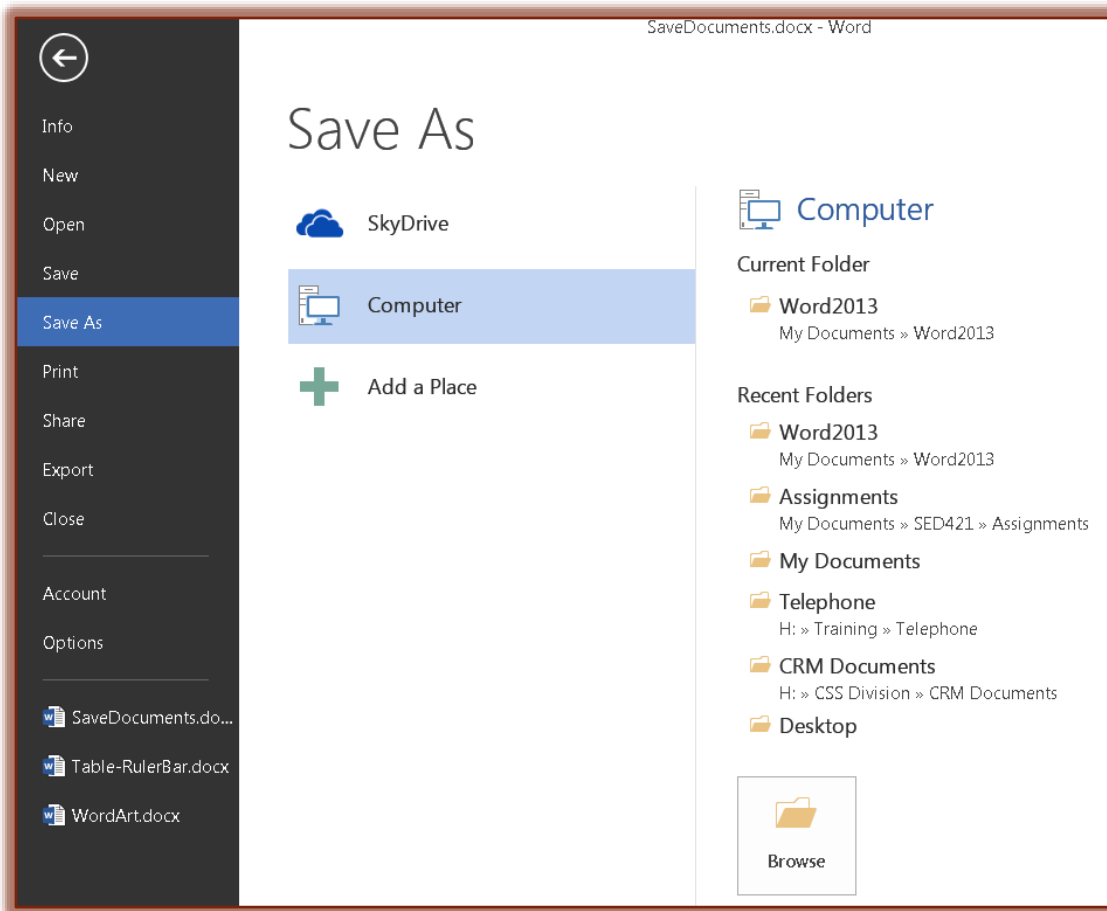


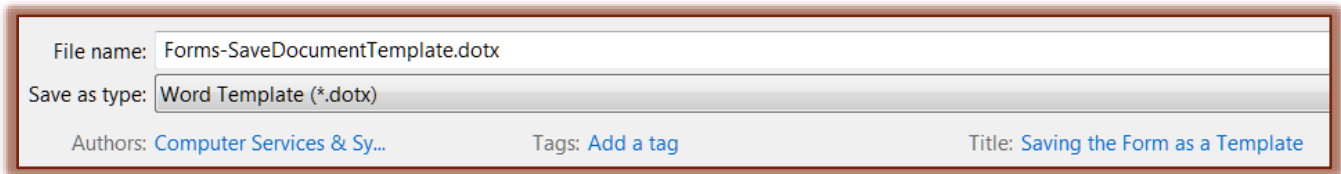
Save the Form as a Template

A form can be saved as a template or as a regular document in a document folder. To save the document as a template:

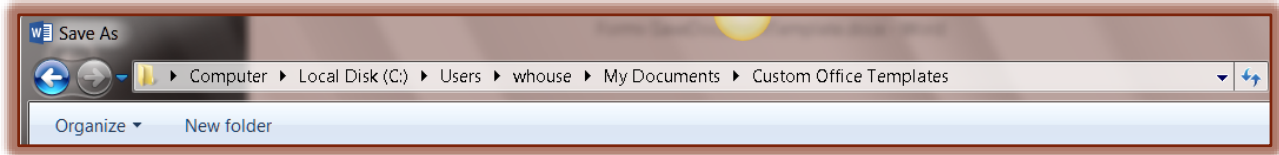
- ✦ Start a new document, or open the document or template that the new template is to be based on.
 - ✦ Start a new document, or open the document or template that the new template is to be based on.
 - ✦ Click the **File Tab**.
 - ✦ Click the **Save** or **Save As** link.
- or
- ✦ Click the **Save** button on the **Quick Access Toolbar** (see illustration at right).
 - ✦ The **Save As** window will display (see illustration below).



- ✦ Do one of the following:
 - ★ Click the **Computer** button.
 - ★ Click the folder under **Current Folder**.
 - ★ Click one of the folder names under **Recent Folders**.
- ✦ The **Save As** dialog box will display.
- ✦ In the **File Name** box, input a name for the document (see illustration on next page).
- ✦ Click the **Save as type** list arrow.
- ✦ Select **Word Macro Enabled Template (*.dotm)**.



- ✦ By default, the **Template** will be saved to the **Custom Office Templates** folder.
- ✦ To change the folder, click the list arrow at the end of the location and select a new location.



- ✦ Click the **Save** button.