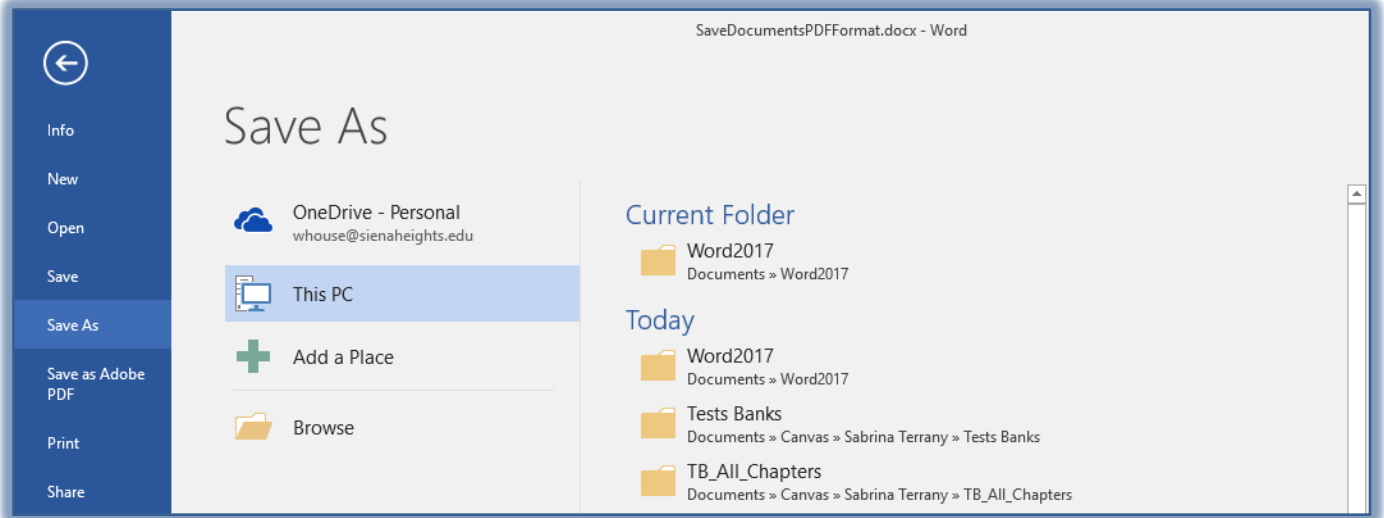


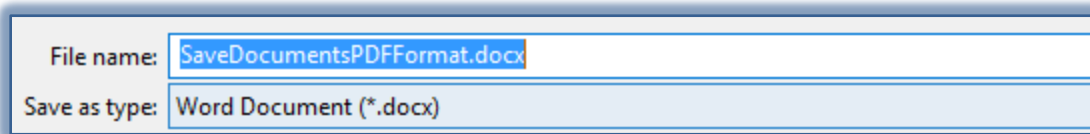
Save a Document as a Template

A Word document 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.
 - † 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.



- † The options are:
 - ★ **This PC** - This will display recent folders from which documents have been opened. Click the folder to open it.
 - ★ **Add a Place** - To add another location to the list, click this option.
 - ★ **Browse** - Select this option to browse for other folders to which you have access.
- † The **Save As** dialog box will display.
- † In the **File Name** box, input a name for the document (see illustration below).
- † Click the **Save as type** list arrow.
- † Select **Word Template (*.dotx)**.



- † By default, the **Template** will be saved to the **Custom Office Templates** folder.
- † To store the template in another folder, select the folder from the list on the left side of the window.
- † Click the **Save** button.