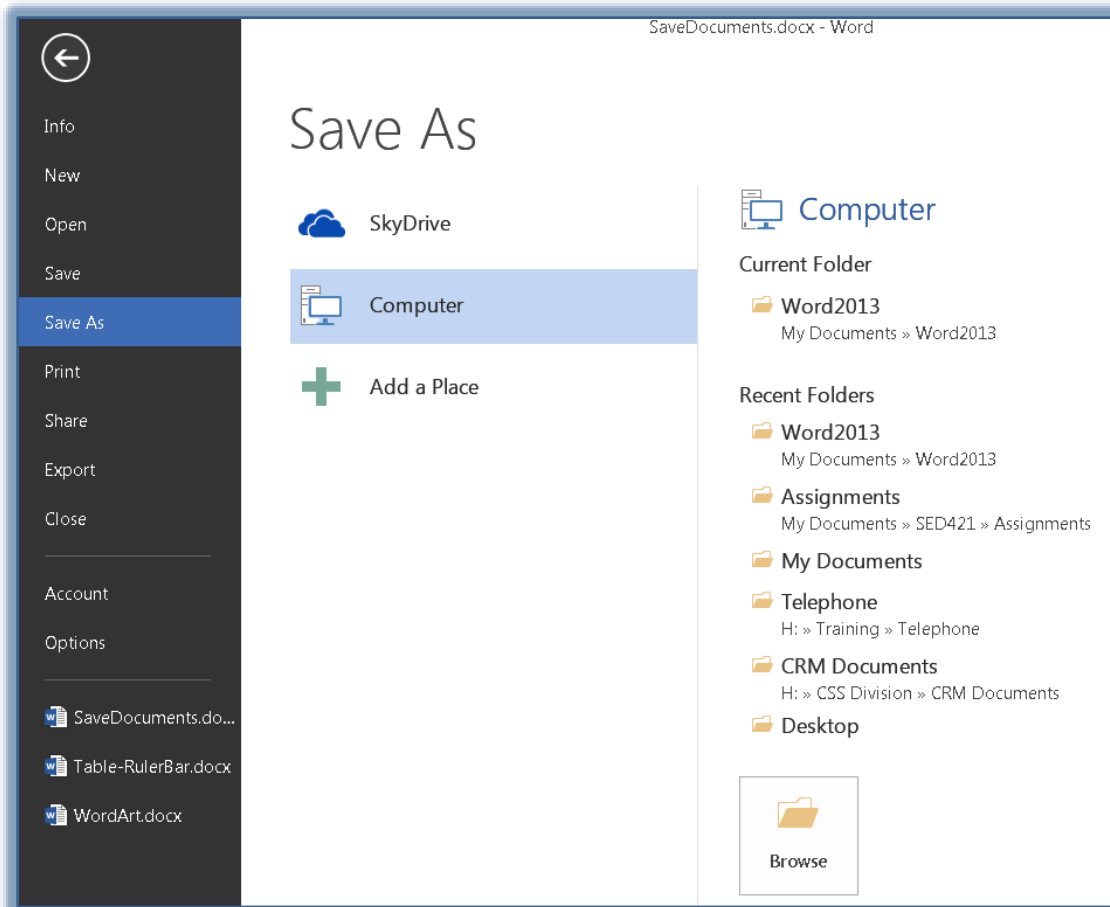


## Save a Document as a Template

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:

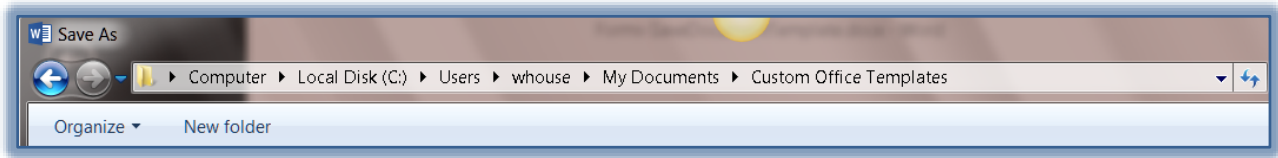
- † Start a new document, or open the document or template that the new template is to be based on.
  - † Click the **File Tab**.
  - † Click the **Save** or **Save As** link.
- or
- † Click the **Save** button on the **Quick Access Toolbar** (see illustration at right).
  - † The **Save As** window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

File name:	Forms-SaveDocumentTemplate.dotx				
Save as type:	Word Template (*.dotx)				
Authors:	Computer Services & Sy...	Tags:	Add a tag	Title:	Saving the Form as a Template

- ✦ 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 change the folder, click the list arrow at the end of the location and select a new location.
- ✦ Click the **Save** button.