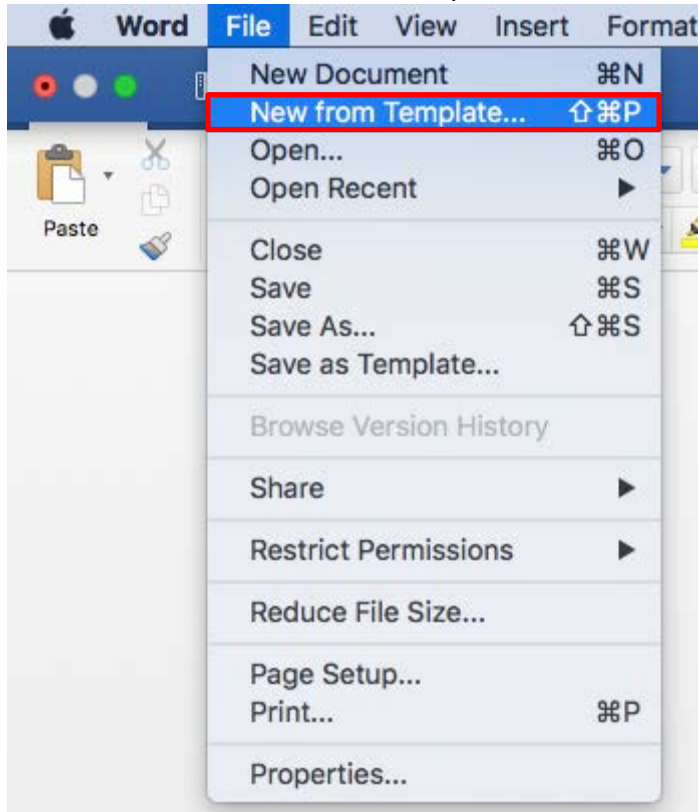# Templates

Templates are a useful feature of Microsoft Word that helps dictate the look and format of a document. If you are wanting to create a specific type of document, you can either use a pre-made template, and customise it to your needs, or create your own template that can then be used repeatedly.
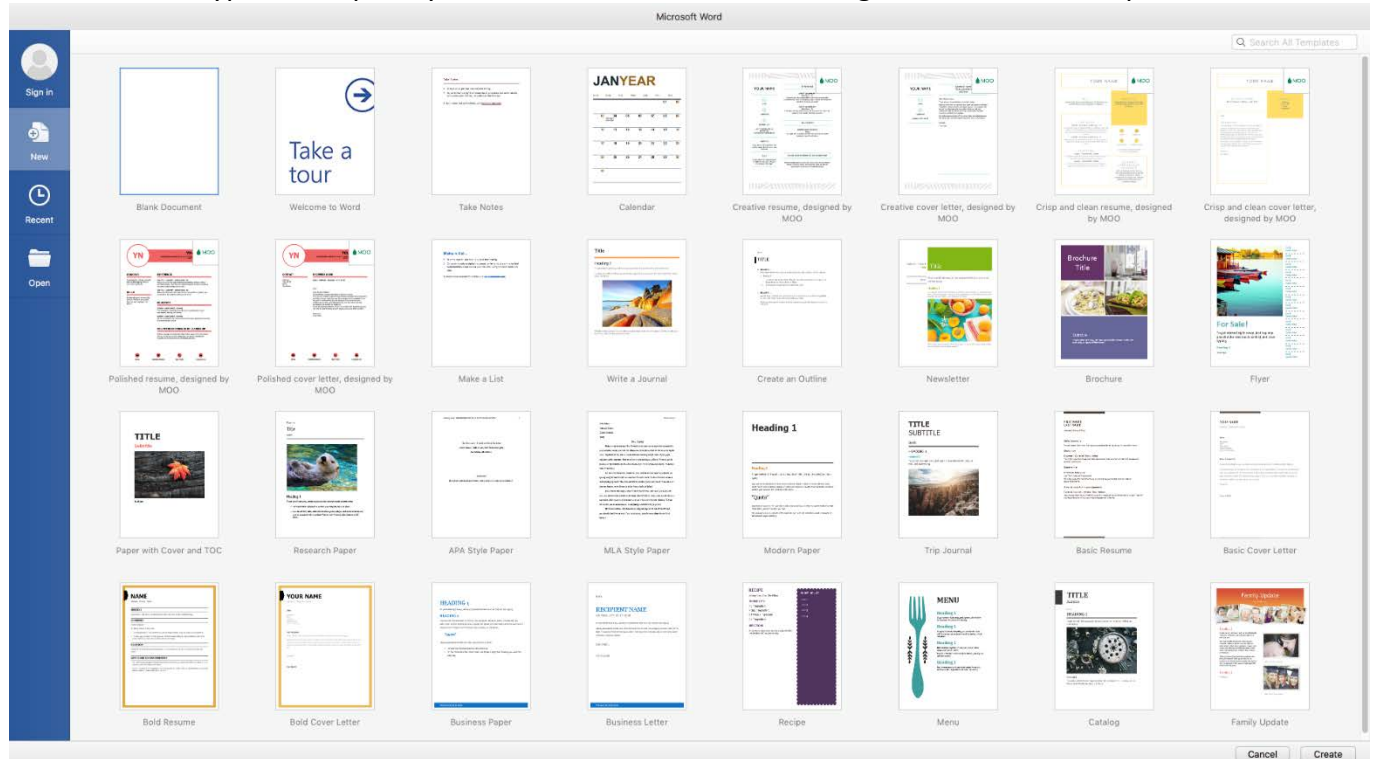
Using a Pre-Made Template

Microsoft has a template library that you are able to browse through, and then select a template.
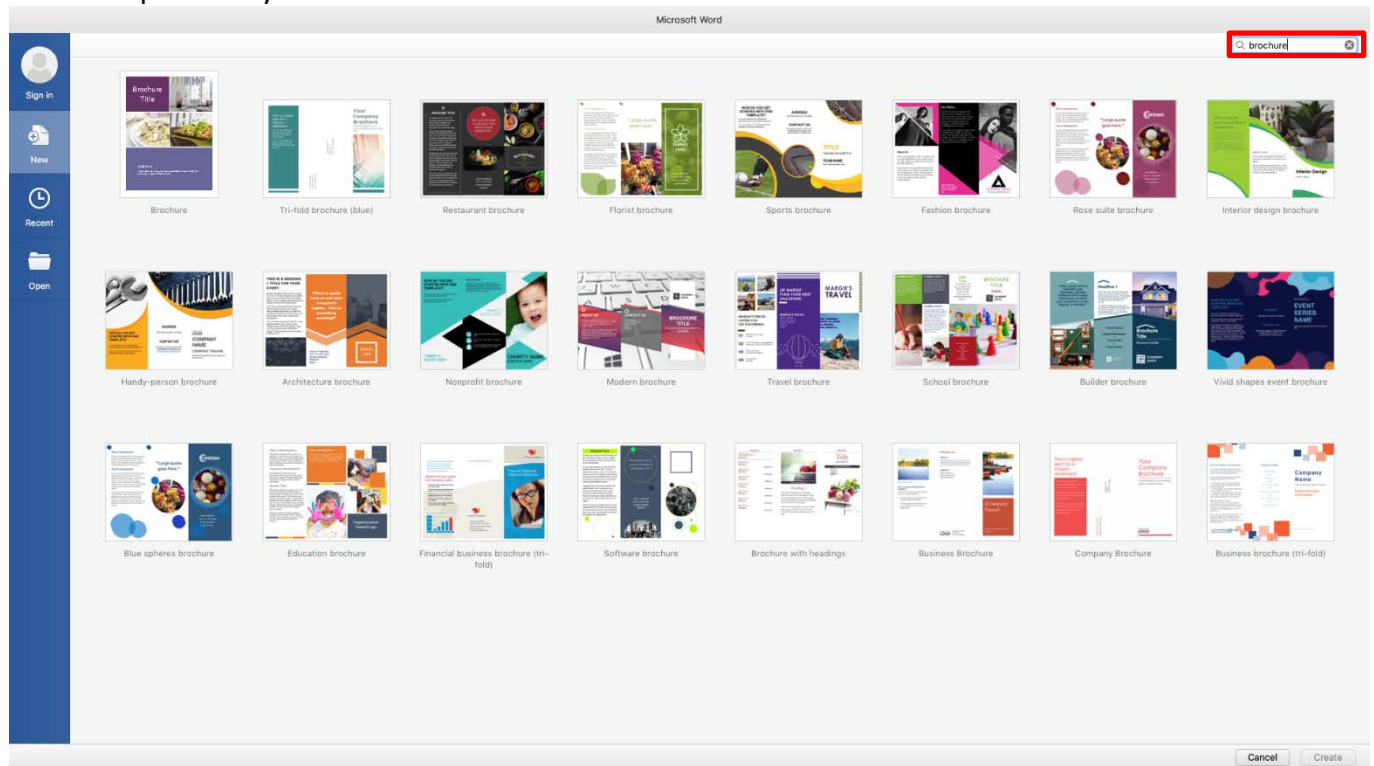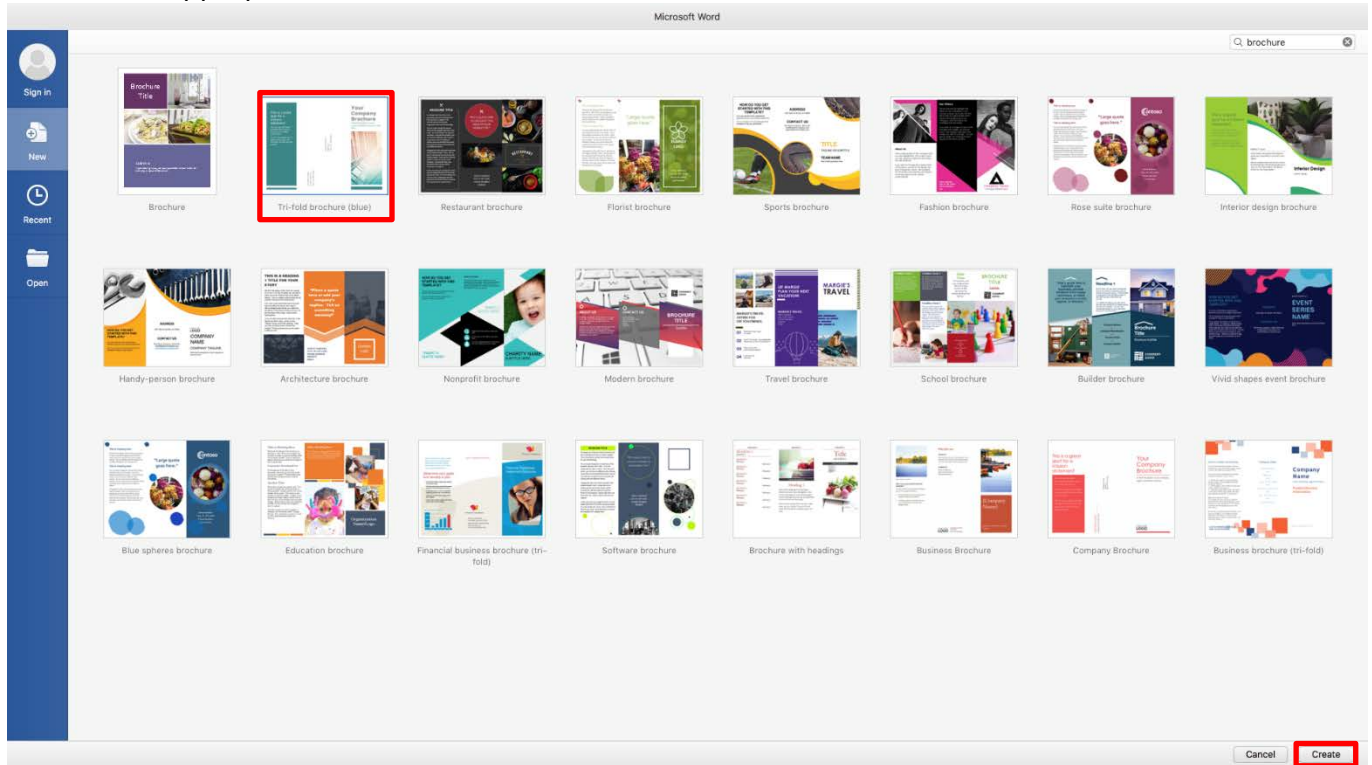**Click** on **File** in the ribbon at the top << **Click** on **New from Template**

Search for the type of template you wish to use, or **browse** through the **Featured** templates
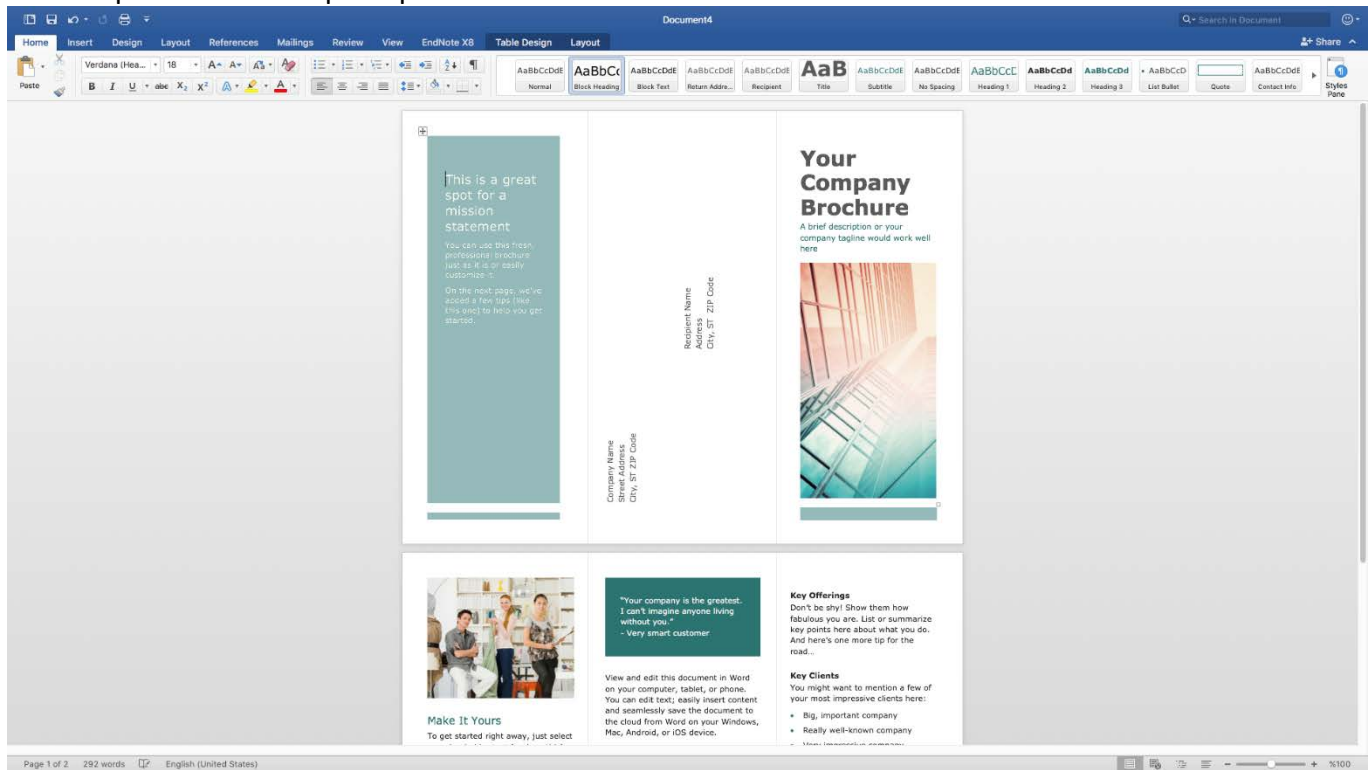

For example, if you were looking for a brochure template, type **Brochure** into the search bar and **select** the best option for you

Click on the appropriate one << Click **Create**

The template will then open up in a new document

You can then **edit** the text and **change design aspects** such as **colour** or **font** as you would on any other document.
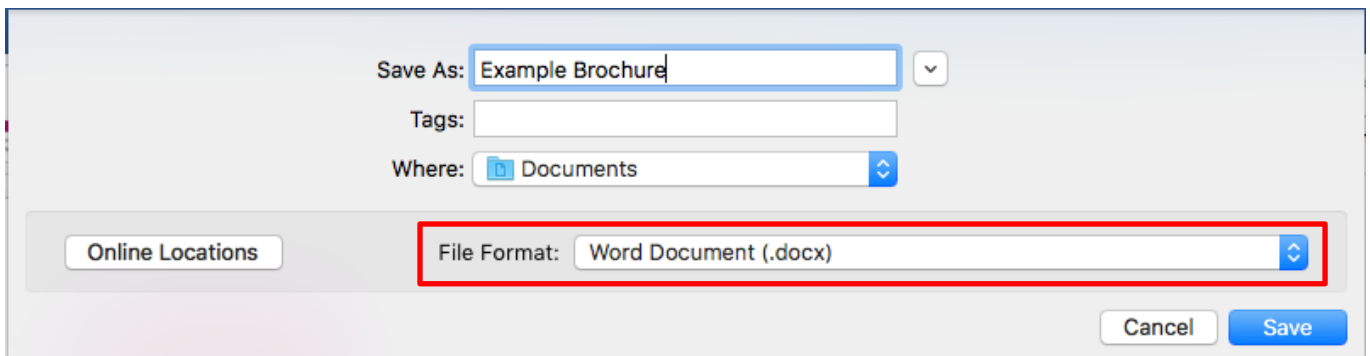
If you were to go to **Design** << **Themes** << Pick a new theme

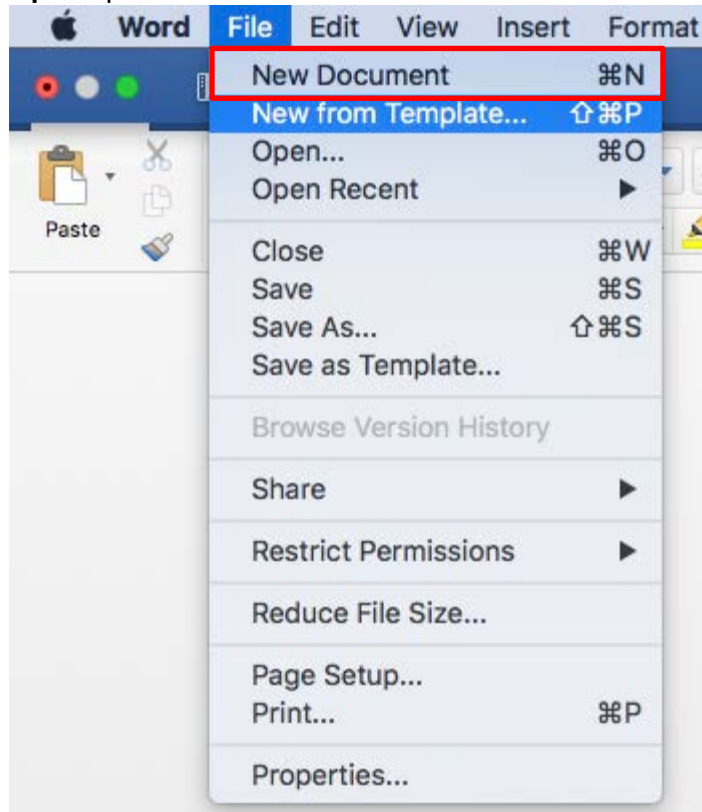The font and colours will then change

When you go to save it, it will save in the same manner that an ordinary Word document would, and will save in the **.docx** format

Creating Your Own Template

If you have a specific document format or design that you like to use, you can create a template with these settings that will be handy for repeated use.

Open up a **Blank New Document**

Go through the document and **change** the **features** to your **preferred settings**.

For example, some different ways to customise it could be:

Design tab << **Themes**
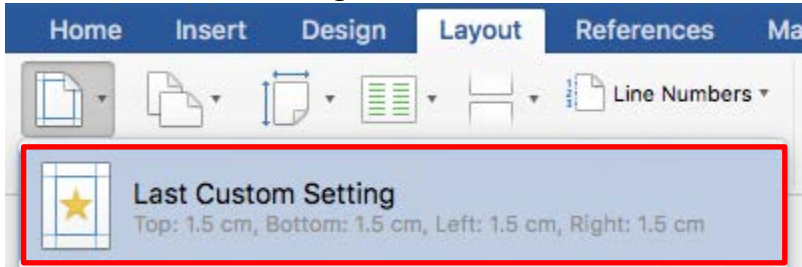
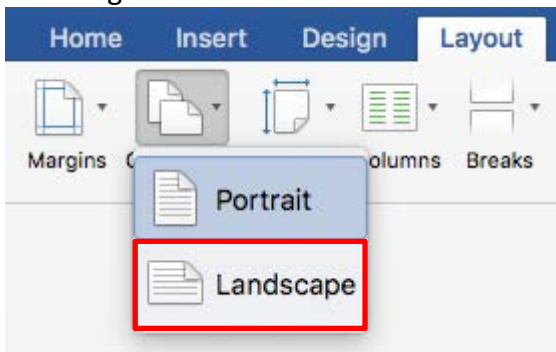**Design** tab << **Colour**

Design tab << **Font**

Or pick a different **Heading Style**
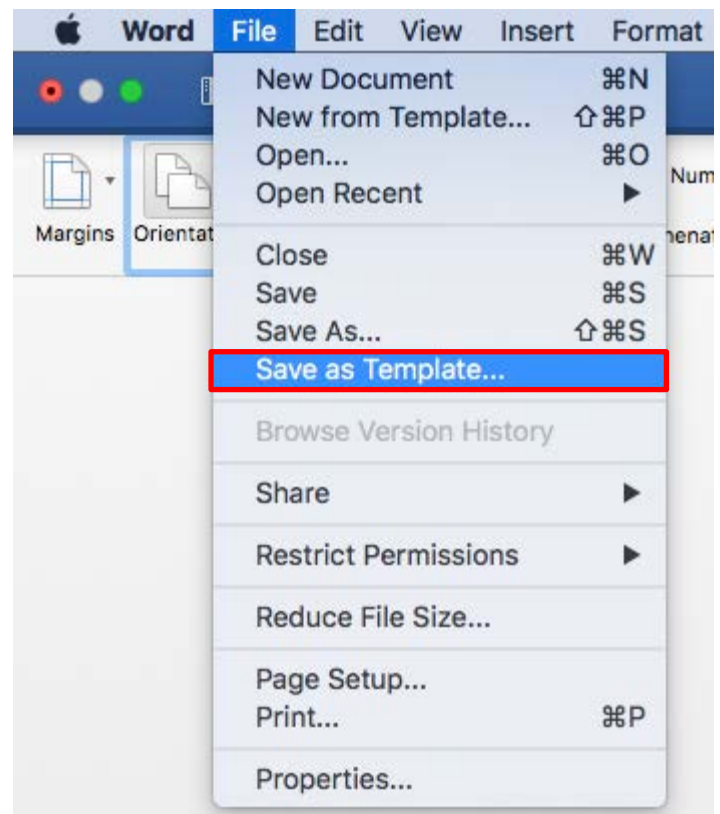
Or set some **Custom Margins**

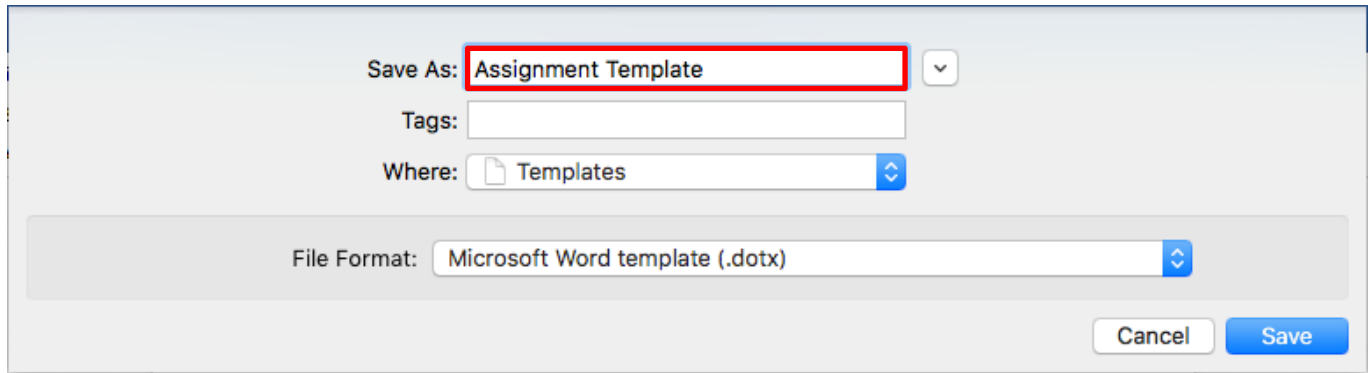Or change the **Orientation**

Saving Your Own Template

Once you have made your changes, click **File** <<
Save as Template

Give the file a relevant **name** << **Click Save**

Opening Your Own Template

To create a new document base off this template, you must **navigate** to where the template is saved in your **folder**, and **open** it. It will launch as a new, blank document (e.g. Document1) that will have the same settings already selected.

It can then be **saved** the **same way** as a regular document.

THE EXPERIENCE YOU NEED **& THE SUPPORT TO SUCCEED**

EIT