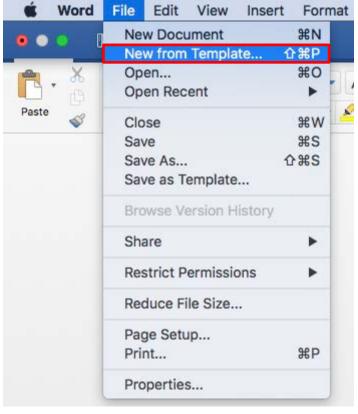
Templates

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.

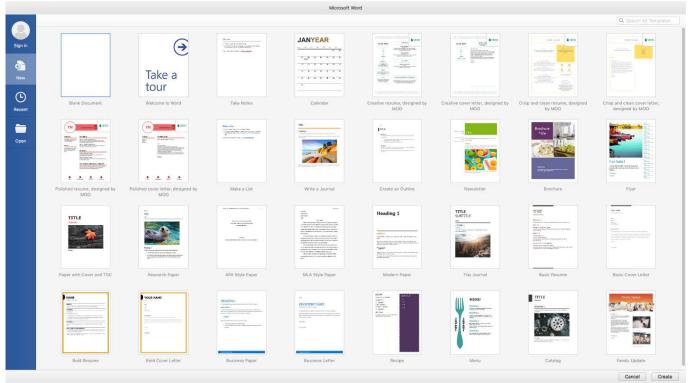
Using a Pre-Made Template

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

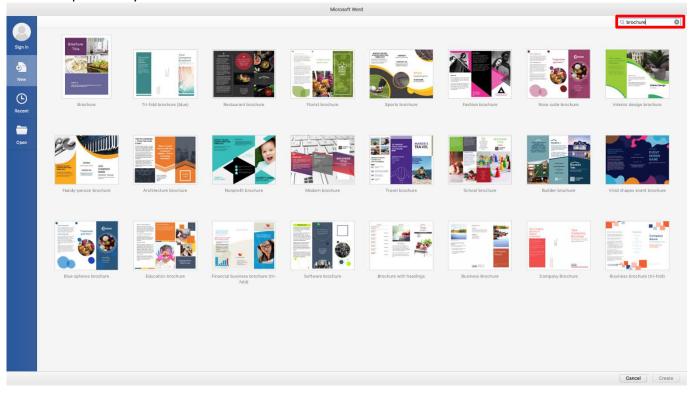




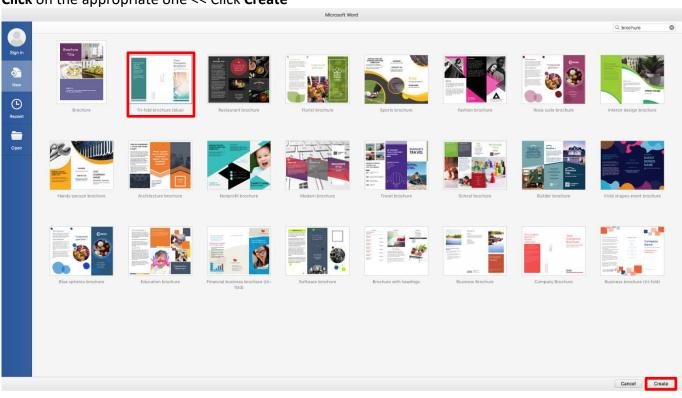
Search for the type of template you wish to use, or browse through the Featured templates



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

B B 6-0 B F		Document4			
iome Insert Design Layout References Mailings Review View	EndNote X8 Table Design Layo	ut			≜ + Sha
$\begin{array}{c c} \cdot & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ &$	Hebberbon Md	BbCc AaBbCcDdE AaBbCcDdE AaBbCcDdE AaBbCct	Dde AaB AaBbCcDde AaBbCcDde AabbCcDde AbbCcDde	AaBbCcDd AaBbCcDd AaBbCcDd Heading 1 Heading 2 Heading 3	aBbCcDdE
	This is a great spot for a mission statement We are binding in the second proceeding in the second proceeding in the second control in the second access in the second access in the second access access in the second access access in the second access access in the second access access	Company Mane Street Address Drv, ST ZJP Coole Respect Name Respect Name Crity, ST ZJP Code Crit, ST ZJP Code	<section-header><section-header><text><text><image/></text></text></section-header></section-header>		
	Make It Yours To get started right away, just select	"Your company is the greatest. I can't magine anyone living without you" - Very amat customer Wew and edit this document in Word on your computer, tablet, or phone. You can edit tod; easily invest content to the cluod from Word on your Windows, Mec, Andrida, et old Service.	Key Offerings Dan't be styl Shor then how here the styl Shor then how here points here about what you do. And here's one more tip for the read Key Cleants You might want to mention a few of your most impressive cleants here: 9 Big, important company 9 Beally well-known company		



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 🖸 🔒 🖌 🗸 🚺 EndNote X8 Home Insert Design Layout References Mailings Review View Title Title Aa TITLE TITLE Title TITLE TITLE Heading 1 On the Search fail, in Include Increa that in Themes On the Insent tell, the patterns, million dama that are designed On the least lab, the palls include states for a second state of the least state of the second states and the second states are states at the second states

The font and colours will then change

	Company Name Street Address City, ST ZP Code Recipient Name Address City, ST ZP Code	<section-header><text><image/><image/></text></section-header>
--	---	--

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

	Save As: Example Brochure Tags:	
	Where: Documents	
Online Locations	File Format: Word Document (.docx)	
		Cancel Save



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 Word File Edit View Insert Format **%N** New Document New from Template... <mark>ት</mark> ዝዋ Open... 80 **Open Recent** . Paste ЖW Close Save #S Save As... **企業S** Save as Template... Browse Version History Share **Restrict Permissions** Reduce File Size ... Page Setup... Print... ЖP Properties...

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

	⊟ ∽ • ♂ 🖶 ∓								Document5										
Home	Insert	Design L	ayout	References	Mailings	Review	View	EndNote X8											
Aa • Themes	Tible Intel ser all happines and brief ser all happines and brief to any land if you better to any land if you	Thus Normal 1 Statements for sense where the sense state and the sense of the sense state of the sense of the sense sense of the sense and the sense sense of the sense of the sense of the sense sense of the sense of the sense of the sense sense of the sense of the sense of the sense sense of the sense of the sense of the sense sense of the sense of the sense of the sense sense of the sense of the sense of the sense sense of the sense of the sense of the sense sense of the sense of the sense of the sense of the sense sense of the sense of the sense of the sense of the sense of the sense sense of the sense	Trite	Entering 1 The second	TITLE Annual Control of Control o	Title Neodigi		Title	Title	Tritute Material I statistication of an approximation for all an approximation of the formation of the approximation of the approximation for all the approximation of the approximation of the approximation for all the approximation of the approximation of the approximation of the approximation of the formation of the approximation of the approximation of the approximation of the approximation of the formation of the approximation of the		Title	Title Madra I Ministra in transmission ministration and a second and ministration and a second and ministration and a second and and ministration and a second and and ministration and a second and a second ministration and a second and a second and a second ministration and a second and a second and a second ministration and a second and a second and a second and a second ministration and a second and a second and a second and a second ministration and a second a second and a second and a second and a second ministration and a second and a second a second and a second a second ministration and a second a			Paragraph Spacing *	Watermark		Page

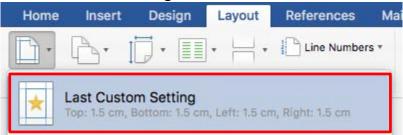
Or pick a different Heading Style

	🖸 🖥 ශ ං ර 🖶 🔻 Document5							ent5										
Home	Insert	Design	Layout	References	Mailings	Review	View I	EndNote X8										
heme	Tible (Harding 1.) Control and Anaphress source water that are the spatial for any monitor of the spatial sources (Harding Control and Spatial Boundary, Harding Control and Spatial Boundary, Haring Control and Spatial Boun	Title Machine 1 state and the pattern while the state of an appendix to constant, of the state of an appendix to constant, while state of a pattern is state when the state of appendix is state when the state of appendix to constant, and appendix state of appendix to constant, and appendix to constant, and appendix state of appendix to constant, and appendix to constant, and appendix state of appendix to constant, and appendix to c	True	An and a set of the se	TITLE Assessed	Title Heading 1	TITLE Manual And Annual	Title	Title	Tritle Maxwell should be appeared a state for any state of the state based of your discount for sound of your discount for	Title	Title	Title Market I Market I Mar	Colors	Paragraph Spacing *	Watermark	Page Color	Page Border





Or set some Custom Margins



Or change the Orientation

Home	Insert	Design	Layout
D •	B• 1		• =•
Margins (Port		mns Breaks
	Land	dscape	

Saving Your Own Template

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

🔹 Wo	ord File	Edit	View	Insert	For	mat				
•••	Ne Op Op	w Docu w from en en Rec	Templa	ite 1	第N 第P 第0	Num				
Margins Ori	ientat Clo	se			жw	hena				
	Sav	ve			ЖS					
	Sav	ve As		1	2%{					
	Sa	ve as T	emplate							
	Bro	wse Ve	ersion H	istory						
	Sh	are			•					
	Re	strict P	ermissio	ons	•					
	Re	Reduce File Size								
	200.00	ge Setu	ıp							
	Pri	nt			ЖP					
	Pro	operties	s							



Give the file a relevant name << Click Save

	· · · · ·		
Save As:	Assignment Template	·	
Tags:			
Where:	Templates		
File Format:	icrosoft Word template (.dotx)	\$	
		Cancel	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.

