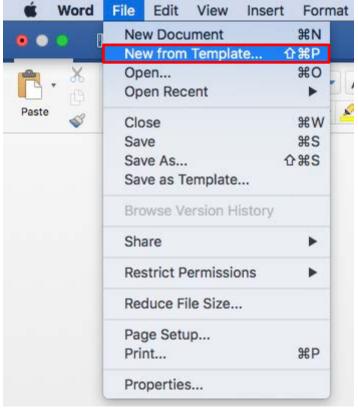
# Templates

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.

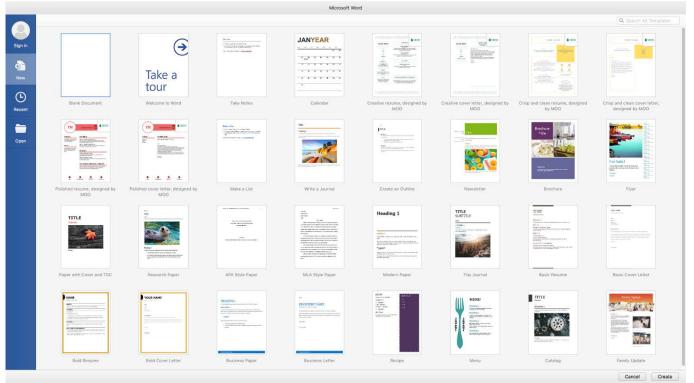
# Using a Pre-Made Template

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

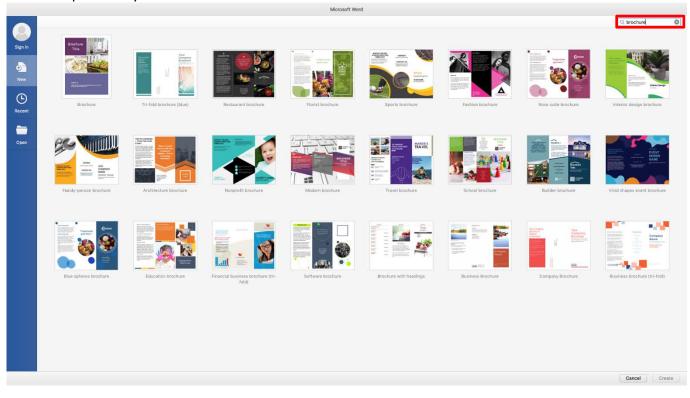




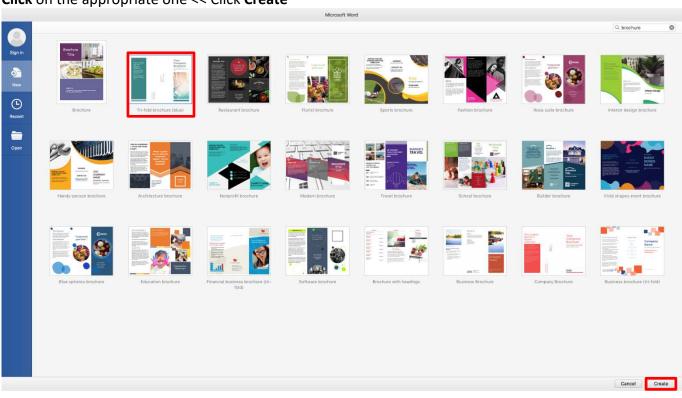
### Search for the type of template you wish to use, or browse through the Featured templates



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

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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

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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:	
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		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

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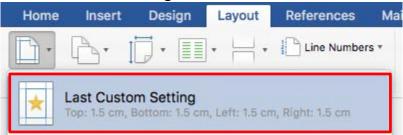
### Or pick a different Heading Style

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#### Or set some Custom Margins



### Or change the Orientation

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### Saving Your Own Template

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

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

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		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.

