

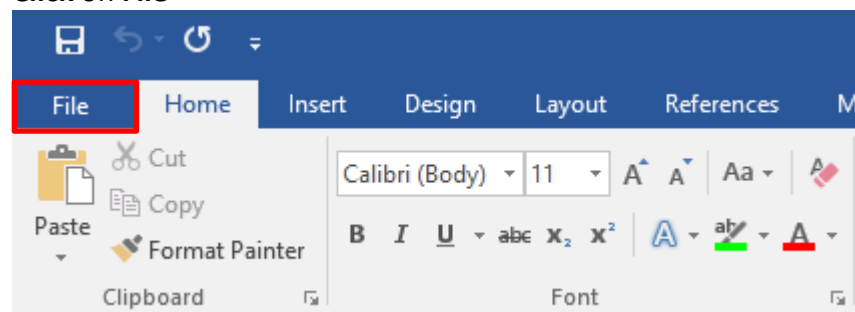
Templates

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.

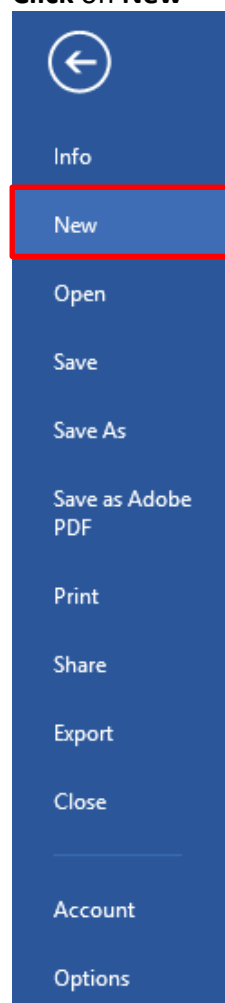
Using a Pre-Made Template

Microsoft has a template library that you are able to browse through, and then select a template.

Click on File



Click on New



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

New

Search for online templates

Suggested searches: Business Cards Education Letters Resumes and Cover Letters Flyers Holiday

FEATURED SHARED

Blank document Single spaced (blank) Chronological Resume (...)
 Creative resume, design... Creative cover letter, des... Polished resume, design...
 Polished cover letter, de... Blog post Banded design (blank)
 Spec design (blank) Brochure Report design (blank)

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

New

Home

Brochure Tri-fold brochure (blue) Restaurant brochure Florist brochure Sports brochure

Fashion brochure Rose suite brochure Interior design brochure Handy-person brochure Architecture brochure

Category

- Brochures 39
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- Marketing 9
- Design Sets 8
- Labels 8
- Technology 5
- Event 4
- Paper 4
- Programs 3
- Avery 2
- Civic Design Set 2
- Education 2
- Green Wave Design Set 2
- Personal 2
- Soft Blue Design Set 2
- Books 1

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

Tri-fold brochure (blue)
Provided by: Microsoft Corporation

This accessible tri-fold brochure template is ideal for promoting your business. Fill in your company information and personalize the template by adding your logo, replacing the images and changing the colors using built-in Word themes. Designed to be a self-mailer.

Create

The template will then open up in a new document

Document5 - Word

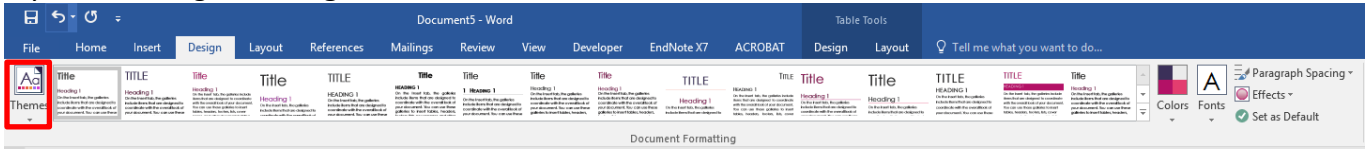
File Home Insert Design Layout References Mailings Review View Developer EndNote X7 ACROBAT Design Layout Tell me what you want to do... Abby Neill Share

Clipboard Font Paragraph Styles Editing

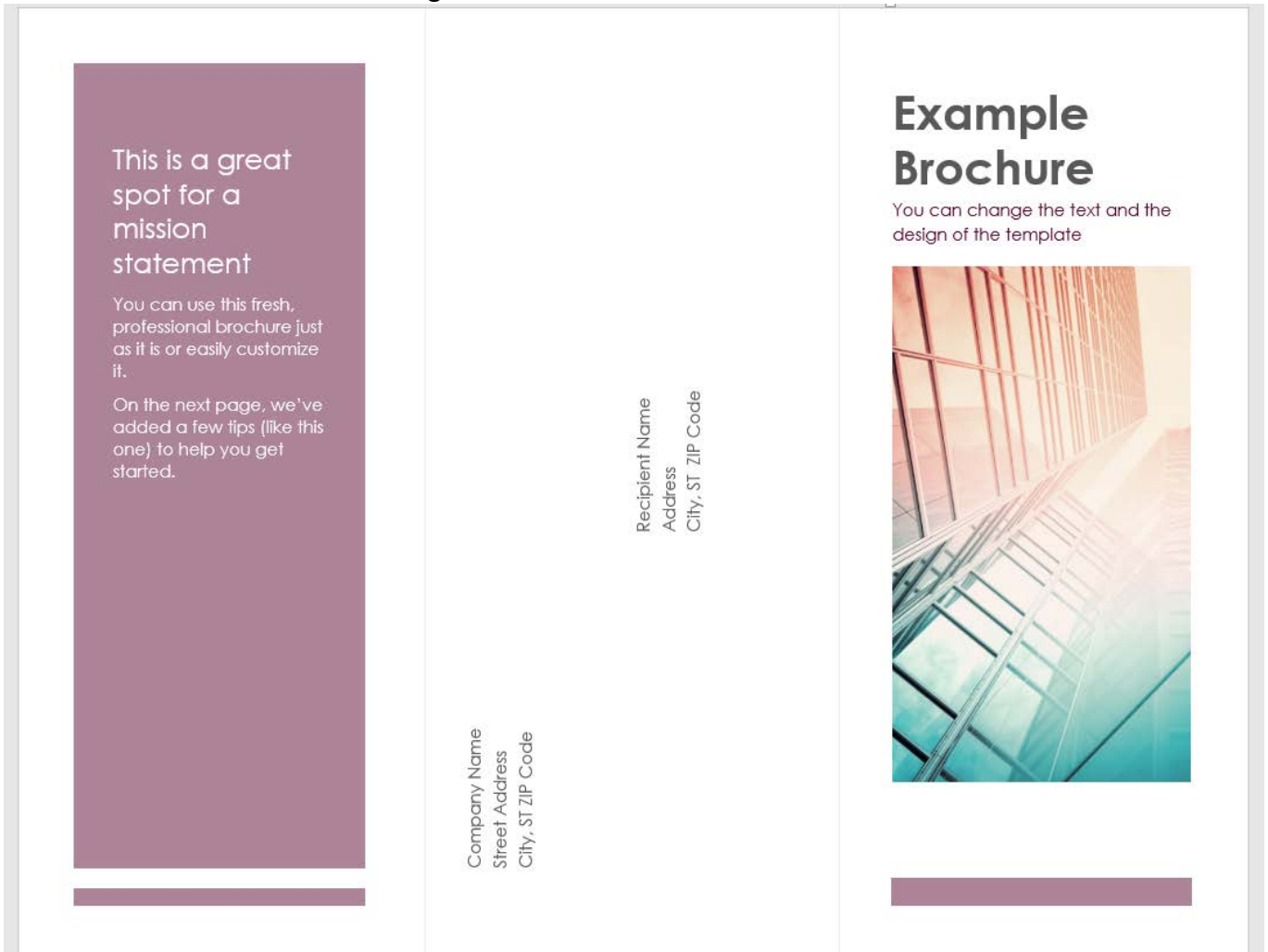
Page 1 of 2 292 words English (United States)

You can then **edit** the text and **change design aspects** such as **colour** or **font** as you would on any other document.

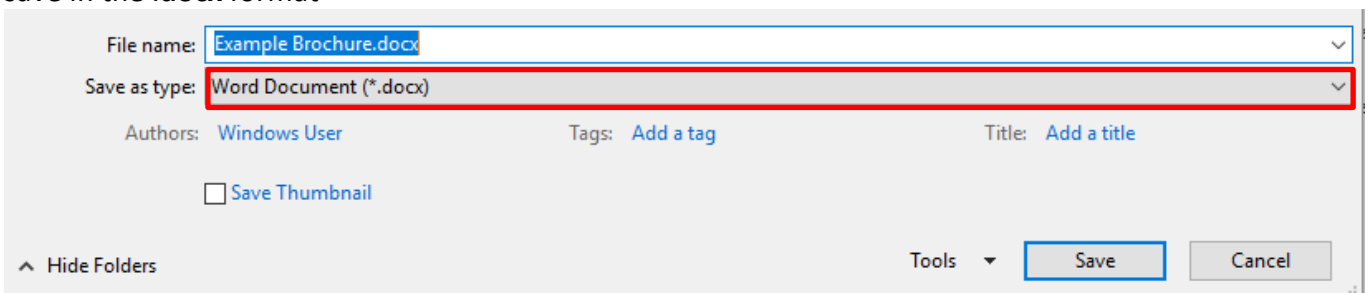
If you were to go to **Design << Themes << Pick a new theme**



The font and colours will then change



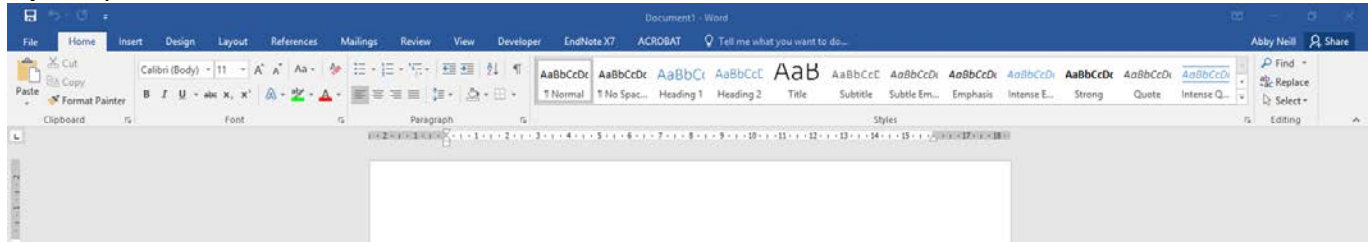
When you go to save it, it will save in the same manner that an ordinary Word document would, and will save in the **.docx** format



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



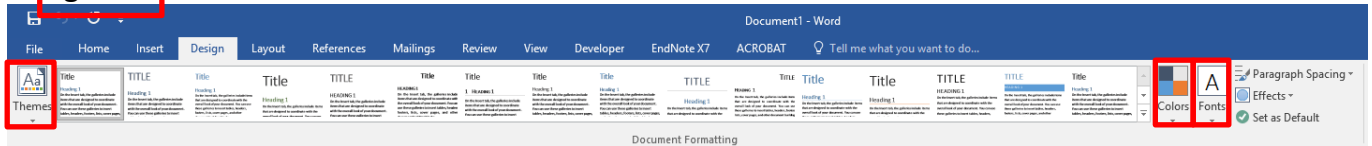
Go through the document and **change the features to your preferred settings.**

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

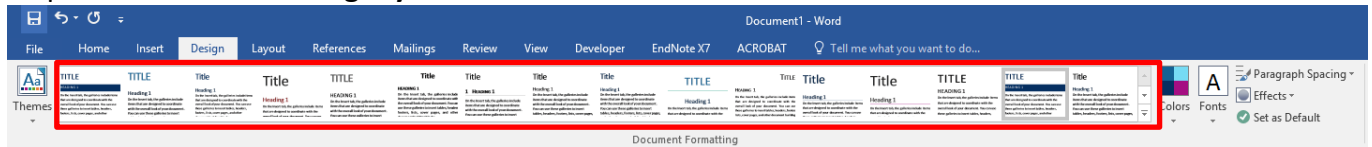
Design tab << Themes

Design tab << Colour

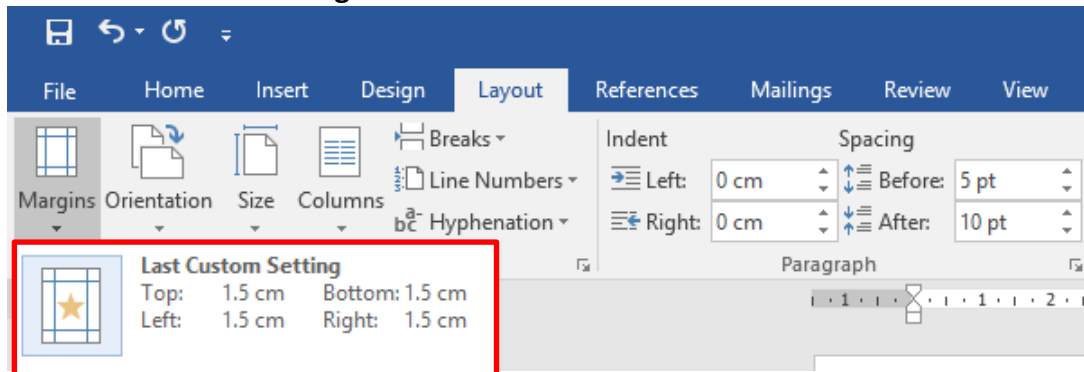
Design tab << Font



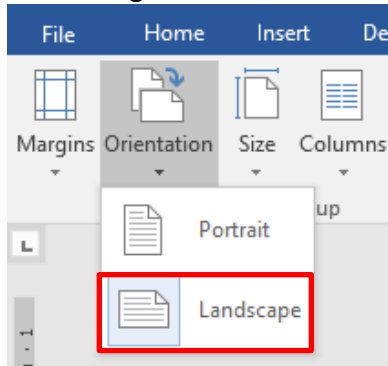
Or pick a different **Heading Style**



Or set some **Custom Margins**

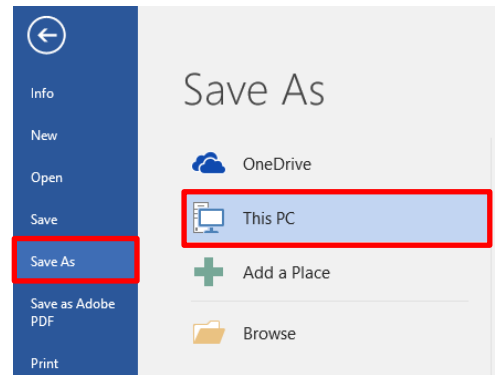


And change the **Orientation**

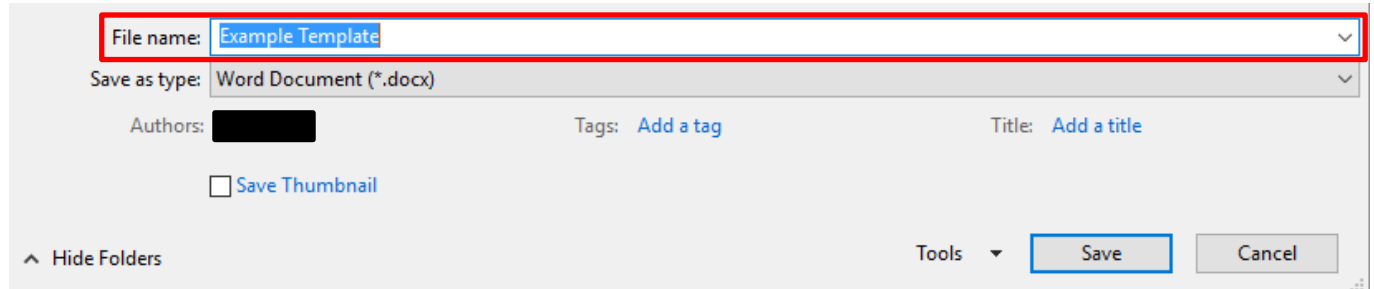


Saving Your Own Template

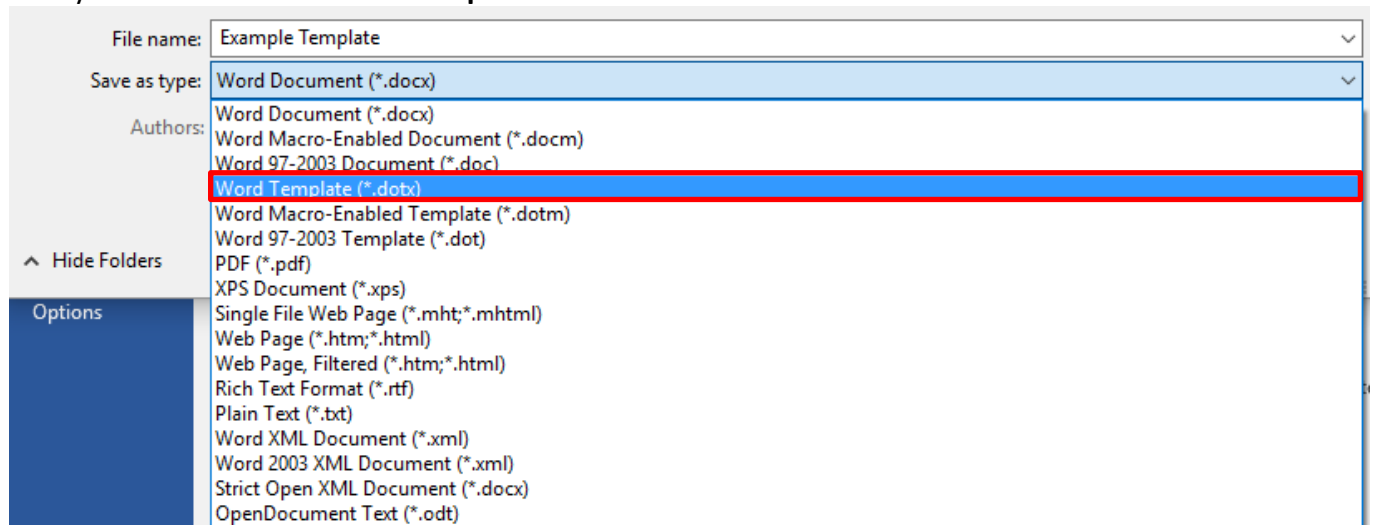
Once you have made your changes, click **File << Save << This PC**



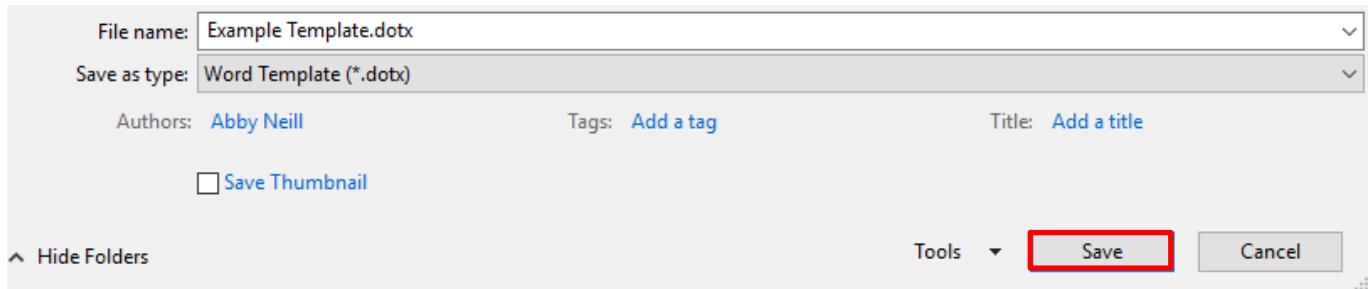
Give the file a relevant name



In the **Save as Type:** dropdown box, select the **Word Template (*.dotx)** type. This will then immediately take you to the **Custom Office Templates** folder.



However, you **do not** want to save it there as this is on the C: Drive and will **not be permanently saved**.
Navigate back to your **H: Drive** and go to the folder where you wish to save it
Click on 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.