



How to Create a Template

Template definition: It is a pattern for your document that provides structure, settings and common contents. It may include:

- Text (AutoText entries, headers and footers)
- Graphics (logos, charts, and signatures)
- Page set up options (margins, paper size, page orientation, etc)
- Document formatting (font, line spacing)
- Customized toolbars, menus or menu items

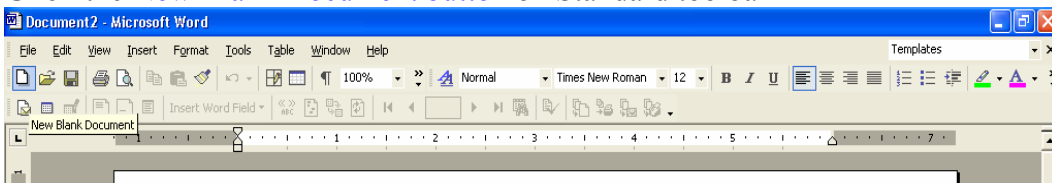
Advantages

- Saves time
- Creates more consistent documents

Creating a New Template

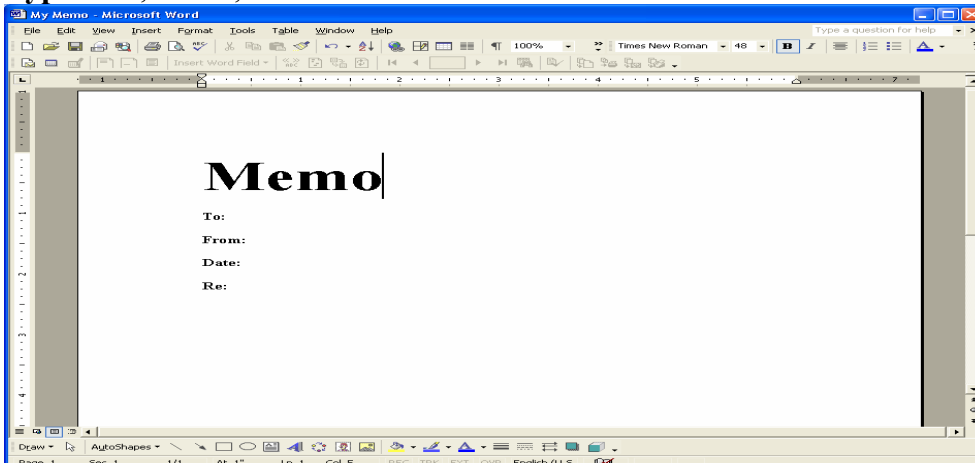
In this exercise, we will create a template for a memo document.

Click the **New Blank Document** button on Standard toolbar

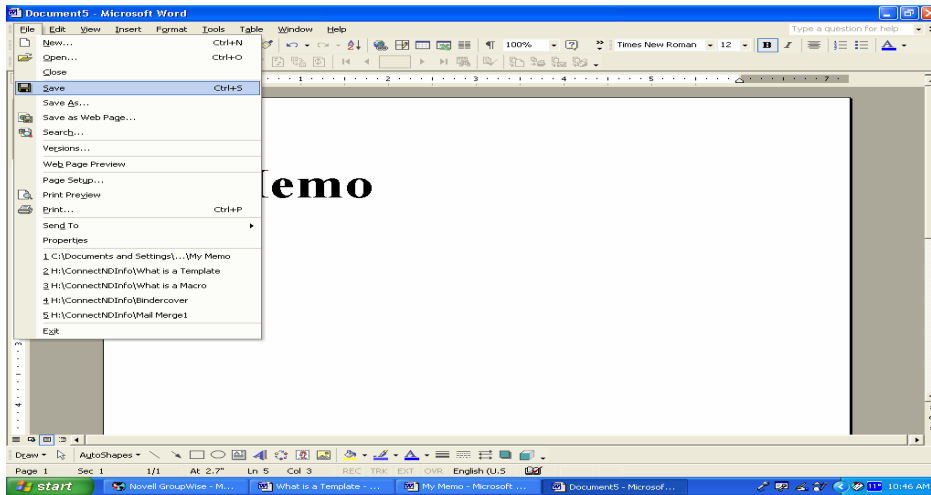


Type "Memo" use Times New Roman font with 48 as the font size

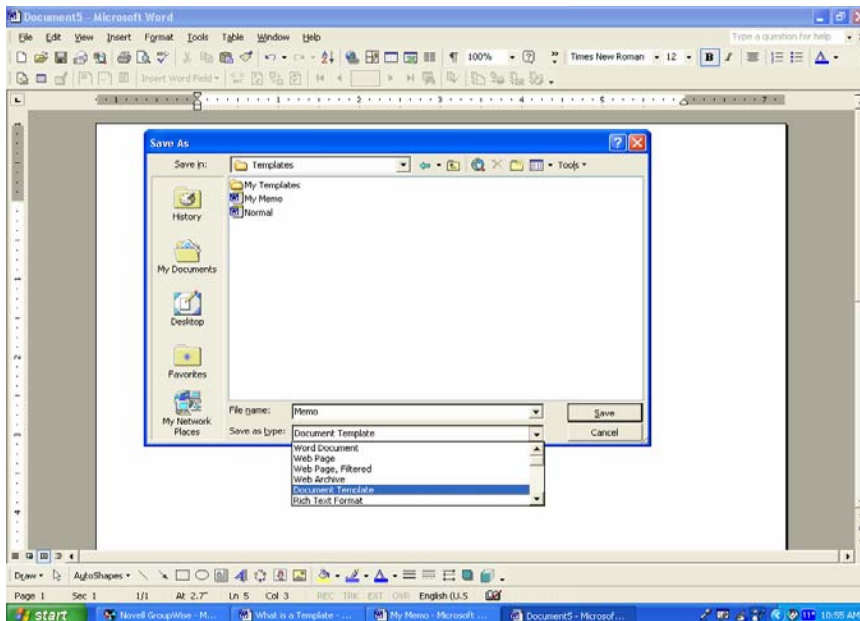
Type "To:, From:, Date: and Re:" use Times New Roman font with 12 as the font size.



Once you have entered the information, Click **Save**



Enter a name in the **File Name** text box
Choose **Document Template** from the **Save as Type** drop-down menu



Click on **Save**

Note: Templates can be stored anywhere on your hard drive or network. If you want your template to appear in the General tab of the Templates dialog box, it must be stored in the Office XP Templates folder, one of its subfolders, or a networked folder designated as the Workgroup Templates folder.

To use this template, go to **File, New, General Templates** and select the template you created.