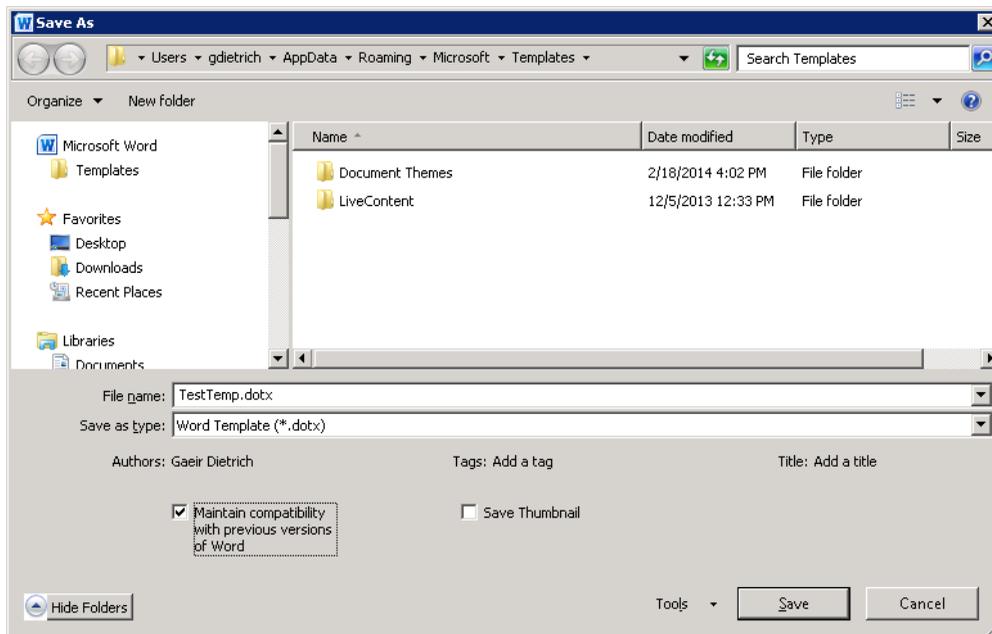# Templates

Creating a Template in Word 2010

You can start with a blank document and save it as a template, or you can create a template that is based on an existing document or template. Either way, make sure the document itself is blank. Any content in the document will stay in the template

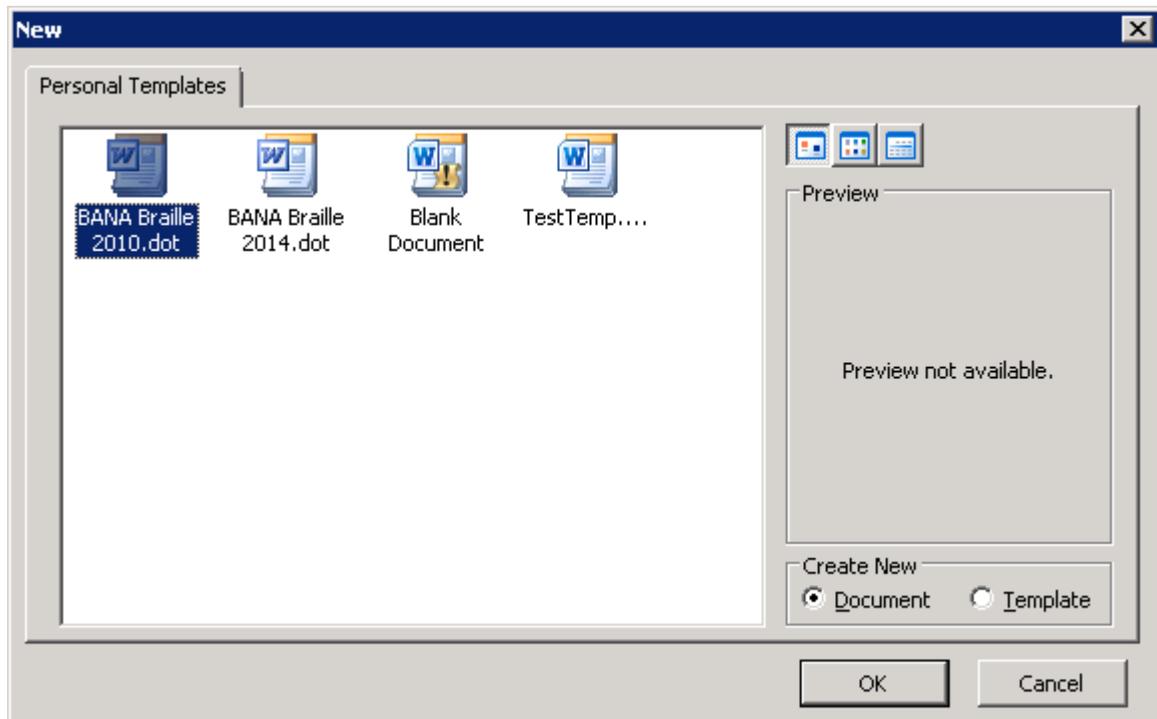## Start with a blank template

1. Click the File, and then click New.
2. Click My Templates, choose the radio button for Template and then click Create.
3. Make the changes that you want to the margin settings, page size and orientation, styles, and other formats. You can also add instructional text, content controls such as a date picker, and graphics that you want to appear in all new documents that you base on the template.
4. Click File, and then click Save As.
5. In the Save As dialog box, give the new template a name and choose .dotx or .dot from the dropdown list..
6. Close the template.

The next time you need your template, go to File > New > My Templates. Your template will now be in the list.

Create a template based on an existing document

1. Click File, and then click Open.

2. Open the document that you want.

3. Click File, and then click Save As.

4. From the drop down, choose .dot or .dotx. Make sure to rename the file!

5. Make the changes that you want to appear in all new documents that you base on the template. Remember that if there is content still in the document, it will become part of your template.

6. Click File, and then click Save.

7. Close the template.

8. To use the template, go to File > New > My Templates.

Creating a Template in Word 2007

You can start with a blank document and save it as a template, or you can create a template that is based on an existing document or template.

Start with a blank template

1. Click the Microsoft Office Button , and then click New.

2. Click Blank document, and then click Create.

3. Make the changes that you want to the margin settings, page size and orientation, styles, and other formats. You can also add instructional text, content controls such as a date picker, and graphics that you want to appear in all new documents that you base on the template.

4. Click the Microsoft Office Button, and then click Save As.

5. In the Save As dialog box, click Trusted Templates.

6. Give the new template a file name, select Word Template in the Save as type list, and then click Save.

7. Close the template.

Create a template based on an existing document

1. Click the Microsoft Office Button, and then click Open.

2. Open the document that you want.

3. Click the Microsoft Office Button, and then click Save As.

4. Make the changes that you want to appear in all new documents that you base on the template.

5. In the Save As dialog box, click Trusted Templates.

6. Give the new template a file name, select Word Template in the Save as type list, and then click Save.

7. Close the template.

NOTE You can also save the template as a Word Macro-Enabled Template (.dotm file) or a Word 97-2003 Template (.dot file).

Creating a Template in Word 2003

Once you have modified styles in Word to fit your needs, you may want to create a template so that you always have access to those styles.

To create a template, begin with a copy of a Word document that contains the styles as you wish them to appear. Delete all the text from the document.

Go to File > Save As. In the "Save as type" bar, choose Document Template.
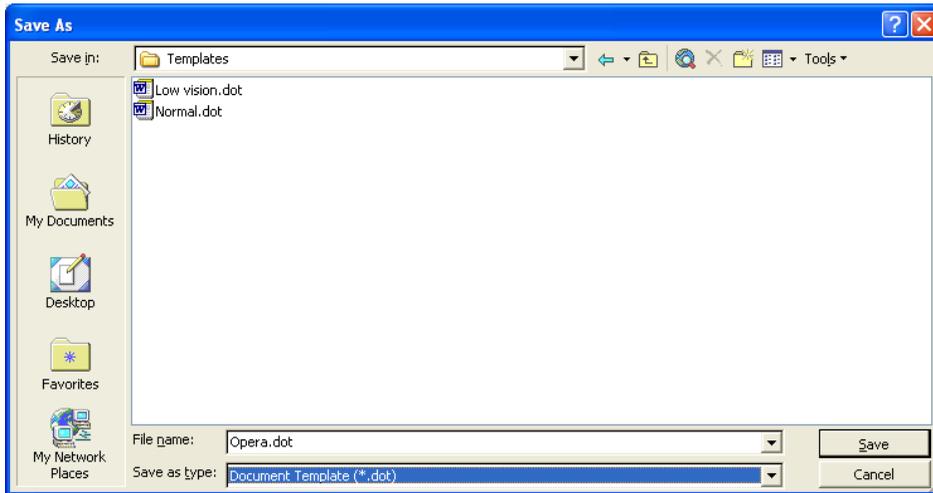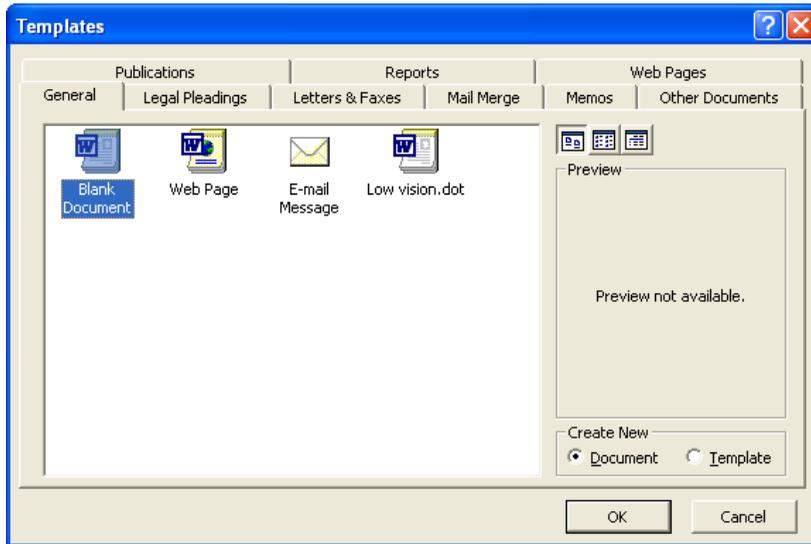
The next time that you want to access the template, choose File > New from the menu.

The new document window will appear on the right-hand side of the screen.
Under the "New from template" options, choose General Templates.
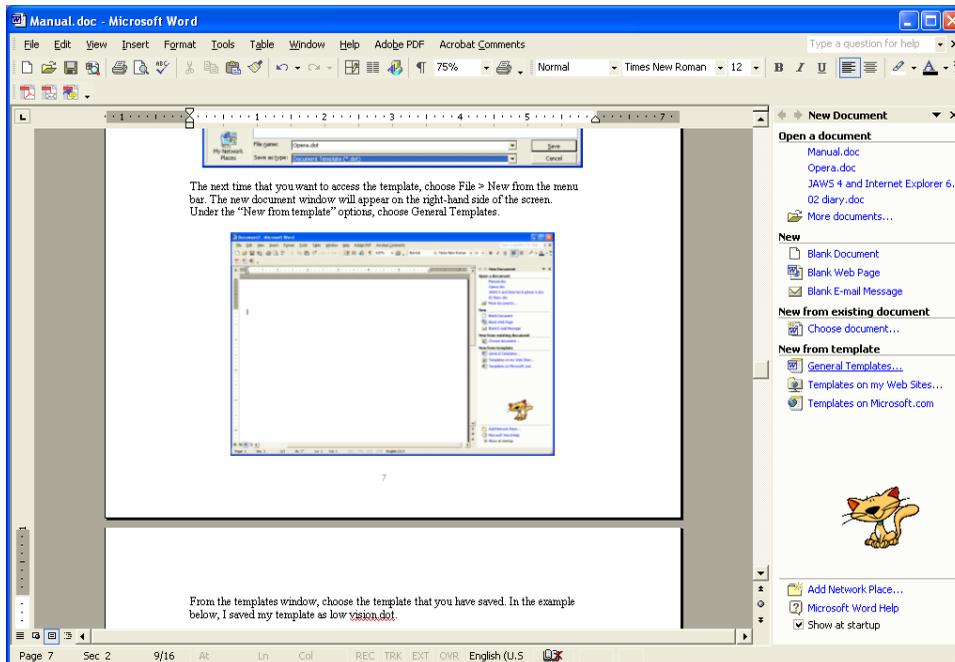
From the templates window, choose the template that you have saved. In the example below, I saved my template as low vision.dot.
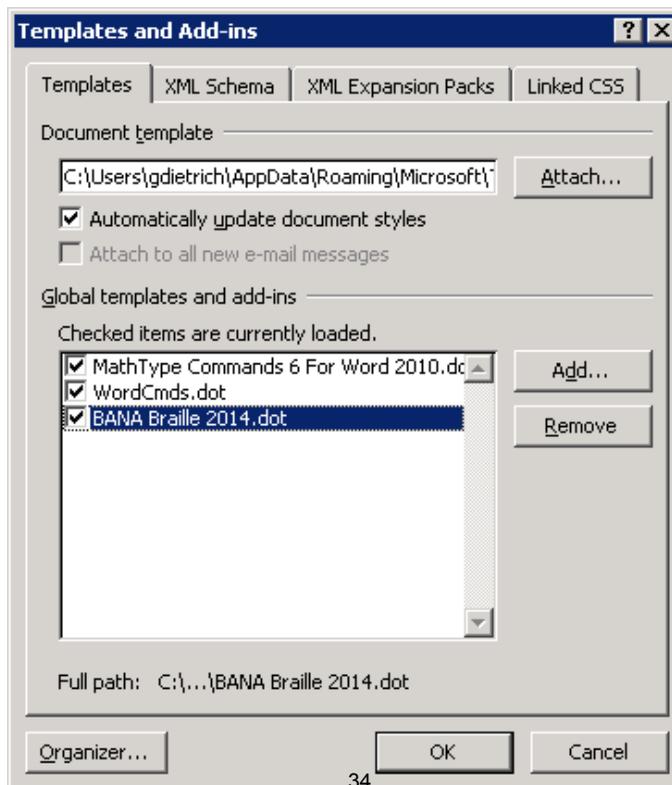
When you open your template, you will find that it contains all the styles that you have modified or created.

## Attaching an Existing Template

You can attach a preexisting template to the current document.

Word 2010: Go to File > Options > Add-Ins and the from the Manage dropdown, choose Templates. Click Go.

Click on Attach… and choose the template that you need. Make sure that you check the "Automatically update" checkbox or you will not see the new styles apply. If you would like the template to be loaded into the ones you regularly use, choose Add… and select the template you would like.

Word 2007: Go to the Developer Tab > Templates and choose Document Template.
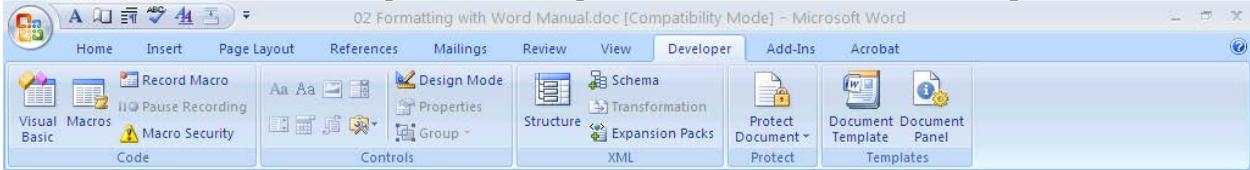
Word 2003: Go to Tools > Templates and Add-ins. Check the Automatically update document styles box.
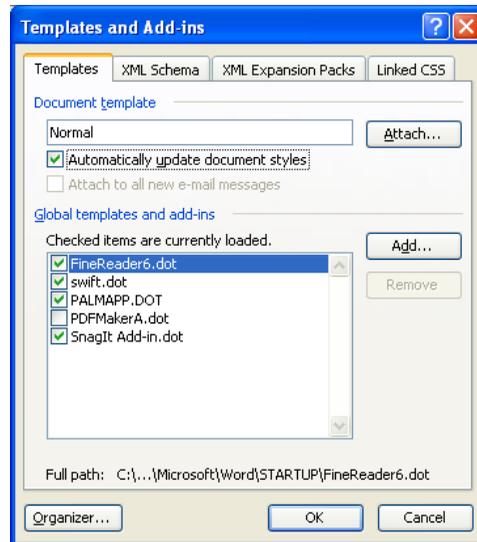
Click on Attach, select the template, then choose Open.