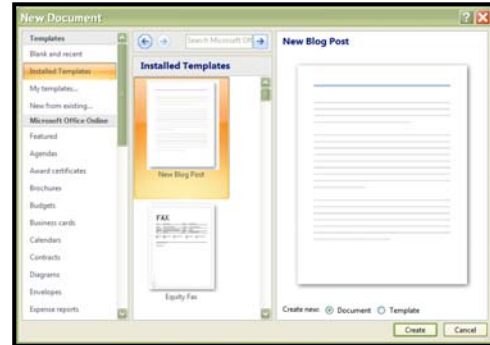


Using Word 2007 Templates-Work Smarter not Harder

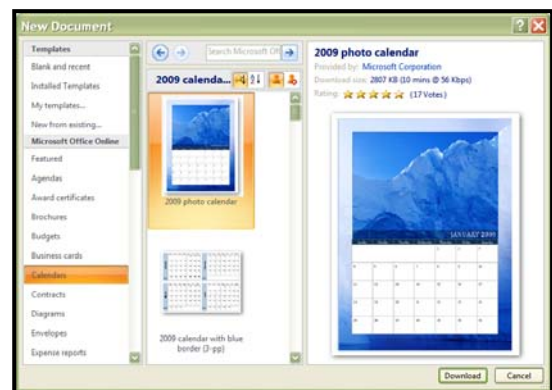
Accessing and Using Word 2007 Templates

1. Click on the **Office Button**.
2. Click **New**.
3. Click **Installed Templates**.
4. Click on the **template** that you want.
5. Click the **Create New** option found at the bottom right of the templates window.
6. Click **Create**.



Accessing and Using Templates Found on Microsoft Office Online

1. Click on the **Office Button**.
2. Click **New**.
3. Click a **category** listed under the Microsoft Office Online option.
 - a. Some categories have subcategories as well.
4. Click on the **template** you wish to download.
5. Click **Download**.
6. The Office Online site will display a message to allow Microsoft to check to see if your Office program is a genuine and legal program. Click **Continue** through the message.



Some templates in Office Online were created in an earlier version of Word. If you choose one of those templates, Word will display the words "Compatibility Mode" on the title bar. If you wish to not work in Compatibility Mode than you must convert the file once it is opened. You can do this by Clicking on the "Office Button" and then "Convert".

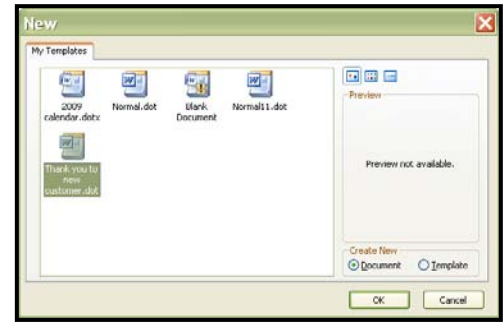
Saving a Document as a Template

1. Click on the **Office Button**.
2. Point to **Save As** and then click **Word Template**.
3. In the **Save As** dialog box, Click **Trusted Templates**.
4. Give your file a **Name**. Be sure not to type over the file extension (.dotx) If you can't see the file extension then chose the .dotx file type in the Save As Type options.



Locating “Your” Templates After They Have Been Saved

1. Click on the **Office Button**.
2. Click **New**.
3. Click **My Templates**.
4. Under **Create New** Word defaults to document. That is what you will normally want when using your template.
 - a. If you wish to adapt the template and/or create a new template based on an old one, then click the Template option under Create New.



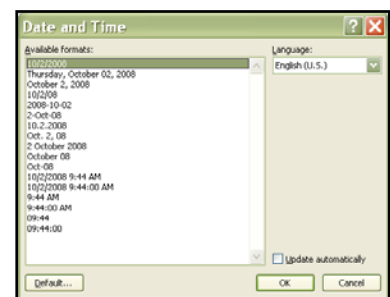
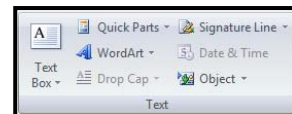
Editing a Template

1. Click on the **Office Button**.
2. Click **Open**.
3. Click **Trusted Templates**.
4. Locate your **Template**.
5. Click **Open**.
6. Add/Delete, or make changes to your **template**.
7. Save the **template** again.



Adding Date and Text Areas to a Template

1. Position your cursor where you wish to insert the date.
2. Click the Insert Tab on the Office Ribbon.
3. Click Date & Time located in the Text Group.
4. Select the format you want.
5. Click OK.
 - a. Using this method will update the date and/or time each time you open the template.



Finding out More about Office Templates

To find out more about using Microsoft Office Templates, please go to:

<http://office.microsoft.com/training/training.aspx?AssetID=RC102231981033> for a self-paced learning opportunity.