



Word Processing 5N1358

12. Document Templates

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WHAT IS A TEMPLATE?

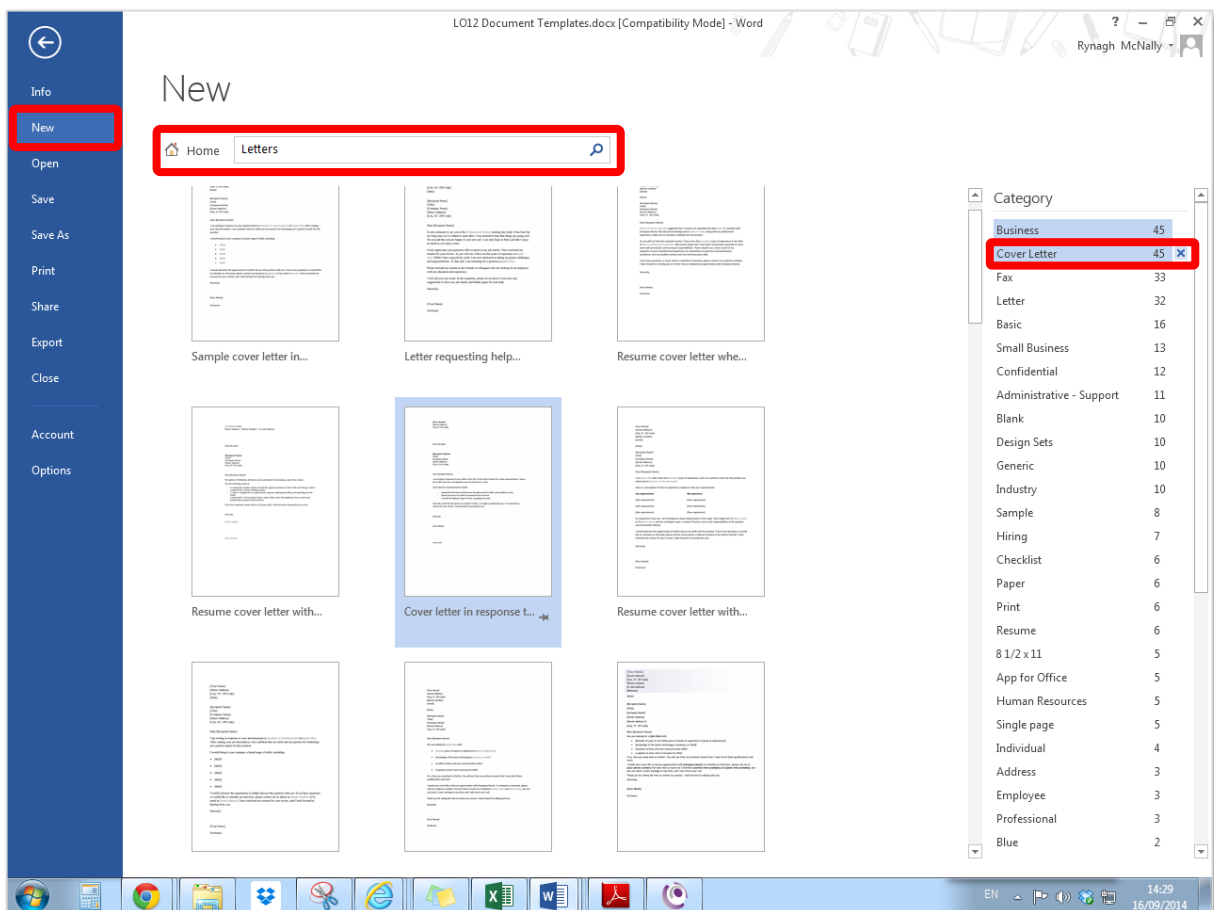
A template is a word document file type that creates a copy of itself when it is opened. In Word 2013 the file extension for a template is .dotx. It is a document that has already been created which can be edited and reused whenever it is needed.

1. CREATING FILE FROM AN EXISTING TEMPLATE

Templates are available within the software and can be downloaded from websites online.

Letter

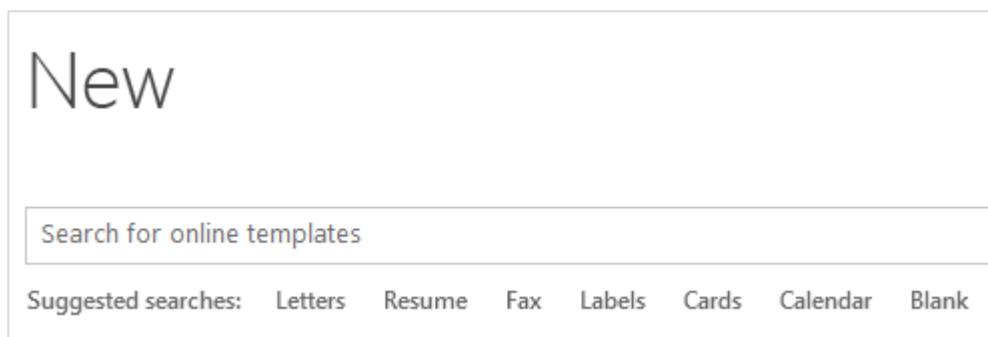
To create a template for a letter go to **File** and to **New** and select **Letters** from **Suggested Searches**. There are hundreds of letters organised here by different categories. To narrow down the search select a **Category** from the right panel, for example *Business* this can be further reduced to the categories that are available, for example *Cover Letter*. To unselect a category remove the small x next to it.



By hovering over a template its full name is shown and by double clicking on a letter it is automatically created.

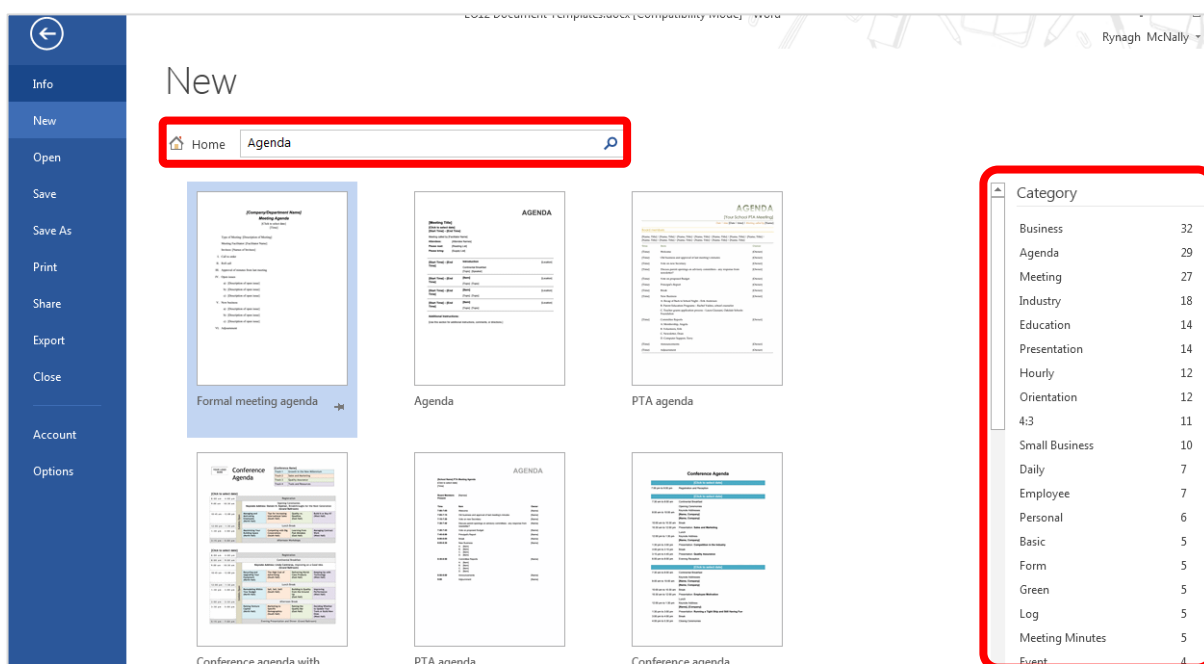
CV/Resume, Fax, Label, Cards or Calendars

Word has organised its templates by category these are available to view by going to **File** and **New** and clicking on **Suggested searches**. The categories available are Letters, Resume, Fax, Labels, Cards, Calendars or Blank.



Agenda, Memo, CV or Business Letter

If the type of template required is not available from this list it is possible to search for a template via key words. The following examples are all types of keywords that could be used to find templates: Agenda, Memo, CV, Business Letter or Minutes. This will automatically produce a list of subcategories in the right panel.



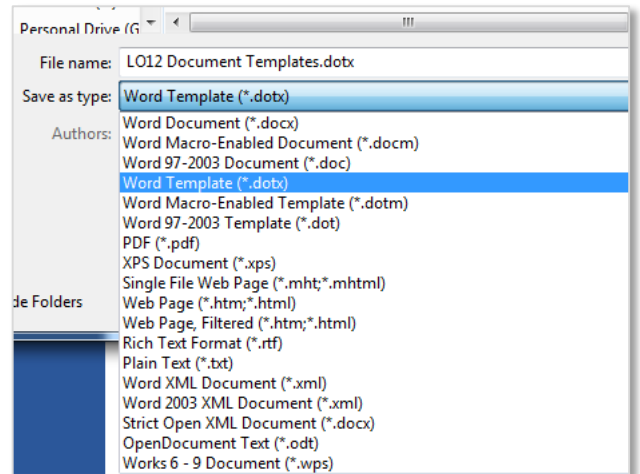
2. DOWNLOAD TEMPLATES

Templates can also be downloaded for Word or other Microsoft software directly from the internet. To access and download the thousands of templates available for use from Microsoft visit the following link <https://store.office.live.com/Templates> in an internet browser.

3. CREATE A NEW TEMPLATE AND STORE IT FOR FUTURE USE

To save a document as a template so it can be used again in the future go to **File** and **Save As** and click on **Browse**. In the **Save as** dialogue box in the **Save As Type** drop down list choose **Word Template (*.dotx)**.

This will change the file location to the default template folder for the PC and the template will be automatically saved there for future use.



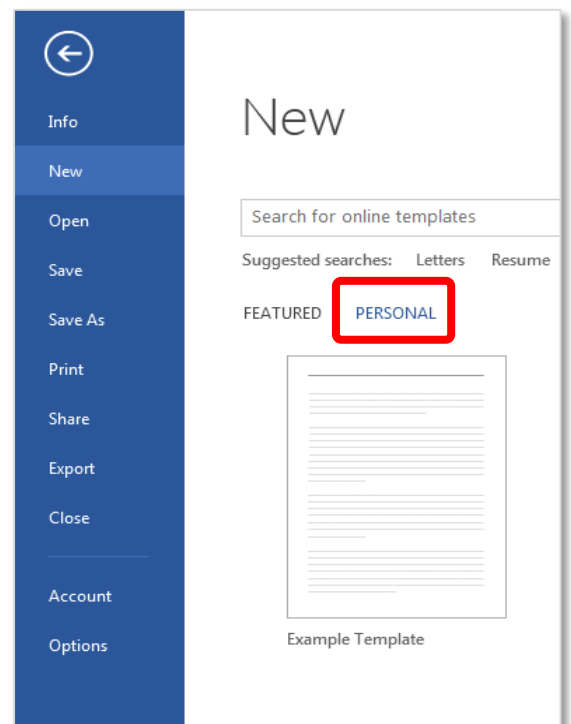
4. REUSE A TEMPLATE

To reuse the template go to **File** and **New** and select the **PERSONAL** option, this will show all the templates that have been created on that PC.

To use a template click on its name and it will be automatically generated.

5. SAVE A TEMPLATE

Any template must be saved to a new location when created as the original location is saved for .dotx template files only.



6. ENTERING DATA INTO A TEMPLATE

It is important to be aware that the data in a template can be changed as required. Some of the data in templates is controlled in text boxes and some of the data is entered in tables (review LO7 for more information). If the data is entered in tables it can be useful to turn on the gridlines by clicking into the table and going to the **Table Tools** toolbars and clicking on the **Layout** tab, from here go to the **Table** group and click on the **View Gridlines** command button. This will show the borders of the table and help with the movement of text and deletion of empty spaces.

7. PRINTING THE FILE

Print a template as a normal document by going to **File** and **Print**.