

# Working with Templates

Templates are documents with a preset format, which can be used to begin other documents. Using templates eliminates having to recreate the same format each time it is needed. You can save time and effort when creating new documents. Word features a variety of built-in preset templates that can be used immediately or altered to meet your needs. You can also create new templates with a custom design for frequently used documents. This document provides instruction on using and customizing built-in templates and creating new templates.

## What Is a Template?

A template is a document with preset layout, formatting, and settings that acts as a basic structure for a document. Word offers templates as a guide for creating readable, uniform documents. Unless you specify a template when beginning a new document, Word automatically bases documents on the *Normal* template. The following list is an example of the prearranged formatting options in Word's *Normal* template:

- Font face and size  
EXAMPLE: *Calibri at 11 points*
- Language  
EXAMPLE: *US English*
- Alignment  
EXAMPLE: *flush left*
- Line spacing  
EXAMPLE: *1.15*
- Widow/orphan control  
EXAMPLE: *set to on*

Other templates use modifications of the above features and may include different page layouts, text, graphics, macros, or styles. For information on macros, refer to *Working with Macros*. For information on styles, refer to *Styles: An Overview*.

## Types of Templates

There are two basic types of templates: built-in templates and custom templates.

## Built-in Templates

Built-in templates provide a preset structure for several common types of documents, including:

- Faxes
- Letters
- Memos
- Reports
- Resumes
- Web pages
- Documents without custom formatting

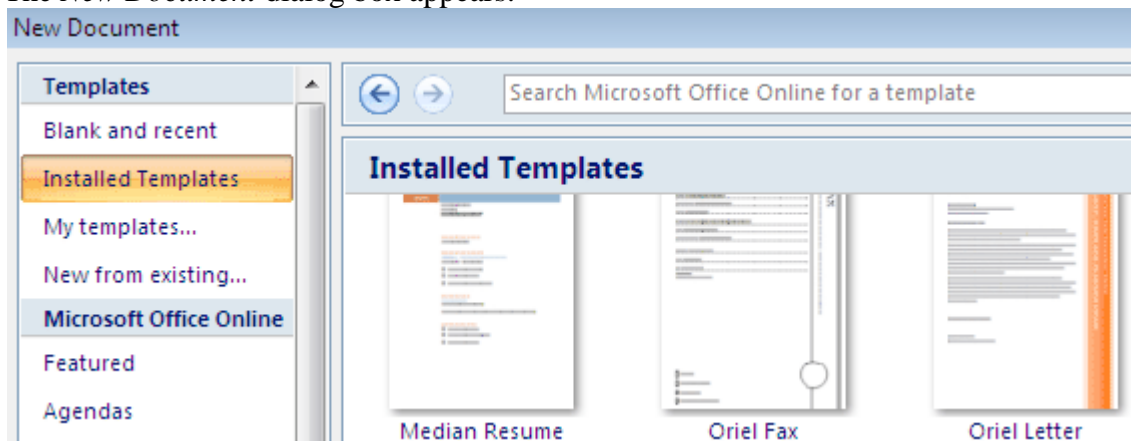
You can create documents using these basic templates as they are, or you can modify them to better suit your needs. For more information about using built-in templates, refer to [Choosing a Word Template](#).

## Custom Templates

If you have formatting or a layout that you use frequently in your work but that is not offered in Word's collection of preset templates, you can easily create a new template using your own formatting and settings. The new template can then be saved with Word's other templates and accessed each time you want to use the custom format. For more information, refer to [Customizing an Existing Template or Creating a Template](#).

## Choosing a Word Template

1. From the OFFICE BUTTON , select *New...*  
The *New Document* dialog box appears.



2. Under *Templates*, click **INSTALLED TEMPLATES**
3. From the *Installed Templates* section, select the desired template
4. Click **CREATE**  
the template is applied to your new document.


## Customizing an Existing Template

If you like the overall style of an existing template but would like to make a few changes, you can customize the template to meet your needs. To do this, you can either modify the original template file or create a new file closely based on the old template.

**WARNING:** If you modify the template file, the original template will be permanently changed.

### Modifying the Original Template File



1. From the OFFICE BUTTON , select **Open...**  
The *Open* dialog box appears.
2. From the *Files of type* pull-down list, select **All Word Templates (\*.dotx; \*.dotm; \*.dot)**
3. Using the *Look in* pull-down list, locate and select the template file you want to modify  
**NOTE:** The location will vary depending on your computer setup. Generally, templates are located in C:\\Program Files\\Microsoft Office\\Templates\\1033.
4. Click **OPEN**
5. Modify the template by adding the desired text, graphics, and formatting to be included in the modified template




6. From the OFFICE BUTTON , select **Save**

### Creating a New Template File Based on an Existing Template

1. Open a Word template
2. Modify the template by adding the desired text, graphics, and formatting to be included in the new template



3. From the OFFICE BUTTON , select **Save As...**  
The *Save As* dialog box appears.
4. From the *Save a copy of the document* pull-down list, select **Word Template**
5. In the *File name* text box, type the desired filename  
**WARNING:** Do not save the converted template file as the name of the original template file.
6. Using the *Save in* pull-down list, select the desired save location  
**WARNING:** Do not save an original template in the same location that you save documents created from the template  
for more information, refer to Template Locations.
7. Click **SAVE**

## Creating a Template

If you have formatting that you use frequently in your work but is not offered in Word's collection of preset templates, you can easily create a new template using your own formatting and settings.

1. Create or open the file containing the formatting and settings to be included in the custom template



2. From the OFFICE BUTTON, select **Save As...**  
The *Save As* dialog box appears.
3. From the *Save a copy of the document* pull-down list, select **Word Template**
4. In the *File name* text box, type the desired filename
5. Using the *Save in* pull-down list, select the desired save location  
WARNING: Do not save an original template in the same location that you save documents created from the template  
for more information, refer to Template Locations.
6. Click **SAVE**

## Sharing a Template

To share one of your templates with others, copy the file to a CD or flash drive, email the file, or save the file to an accessible work area. The template should be stored in the *Workgroup Templates* file location by copying it to the template directory using *Windows Explorer*.

NOTE: The location will vary depending on your computer setup. Generally, templates are located in C:\\Program Files\\Microsoft Office\\Templates\\1033.

For information about *Windows Explorer*, refer to Explorer Basics. For more information regarding template locations, refer to Template Locations.

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