

Templates

Every Word document has a template; the default is *Normal.dot*. This determines the basic structure of the document - the page and screen layout, what styles are to be used, macros and shortcut keys, custom dictionaries and AutoText entries, and many other features. Templates can also contain text and graphics, for example a company logo and postal address for a letter. They can even be used as forms, whereby boxes are provided for the user to type in responses to headings or questions.

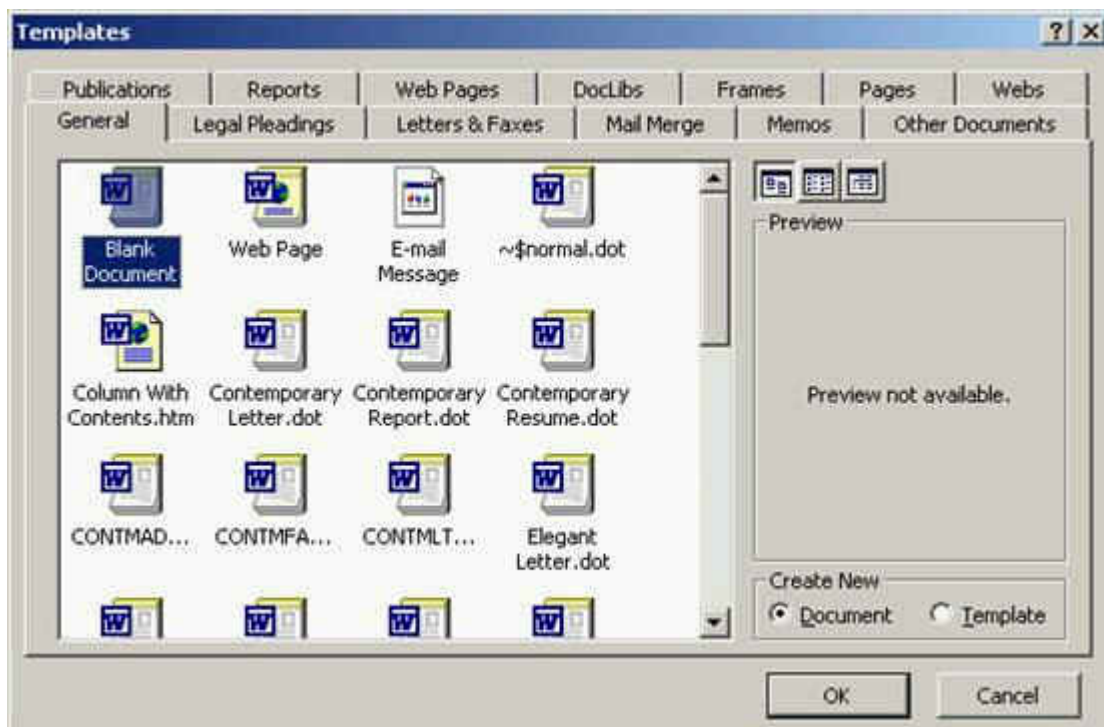
There are in fact two types of template, *global* and *document*. In a global template, settings which can be applied to all documents are stored. *Normal.dot* is an example of a global template. In a document template, settings which are available only to documents specifically using that template are stored. A letterhead would be an example of a document template. Note that this would also use settings defined in the global template which are not set by the document template itself.

Word provides a range of built-in templates and lets you create your own.

Using a Built-in Template

The templates provided by Microsoft Word may or may not be exactly what is required. It's useful to be aware of what is available, however, as it may be easier to modify an existing template rather than create a new one. To use a template:

1. Open the **File** menu and select **New...** - the *New Document* task bar appears
2. Under *New from template* choose **General Templates...** - the following screen appears:



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The current setting in the dialog box is to create a new blank document. Note the *Template* option button under the *Create New* heading - this can be used to create a new template, as you will see later. Several other tabs (apart from *General*) are provided containing templates for that topic.

3. Click on the **Letters & Faxes** tab
4. Click *once* on each icon in turn and wait for the *Preview* to appear
5. Explore the other tabs too - note that *Preview* is not always available

It is important to realize that although you select a template, you are still creating a new *Document*. All you are doing is choosing a particular layout for your new document.

Though many of the templates may not seem suitable or appropriate for your work, it is worth trying to use one if only to see how it has been set up and what it offers. Students might like to try out the **Thesis** template on the *Publications* tab; secretaries may prefer to look at the **Elegant Letter** template on the *Letters & Faxes* tab.

Try out one of the templates, as suggested in the paragraph above - select it then press **<Return>** for **[OK]**

6. Click on the **[Style]** *list arrow* to see what styles have been preset - note that you can always modify these and hide or delete any which are not needed
7. Try replacing some of the special (bracketed) fields provided with your own text
8. Press **<Page Down>** to move down through the document

Tip: If you decide you would prefer a different style for your document, you can apply one from the *Style Gallery*. Open the **Format** menu, choose **Theme...** then click on **[Style Gallery...]** and select the new style.

10. Close the document either using the **[Close Window]** button or **Close** from the **File** menu - there's no need to save it

Creating and Using Your Own Template

There are two ways to generate a template in Word. Perhaps the easiest is to create an ordinary document in the layout you want, setting up any styles etc required, and then to save this as a template file. The alternative method is to click on the *Template* option in the *New* dialog window you looked at in the previous section.

To save an ordinary file as a template:

1. Open the **File** menu and choose **Save As...** (use the current document, even though it isn't really suitable as a template)
2. Click on the *list arrow* attached to the *Save as type:* box and choose **Document Template (*.dot)**

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3. The *Save in:* box should change automatically to the **template** folder - if not, you may need to set up the location specifically
4. Normally you would now name and [Save] your file - here, click on **[Cancel]**

To create a template file from scratch:

1. Open the **File** menu and choose **New...** - the *New Document* task bar opens, as before - click on **General Templates...**
2. Make sure you are on the *General* tab (click on it if necessary) with **Blank Document** selected

Note: if you want to base your new template on an existing one - you need to select it at this point.

3. Click on the **Template** option button under the *Create New* section
4. Press **<Return>** or click on **[OK]**

Note that the document title on the title bar is called *Template1*. Carry on creating the template:

5. Enter any text or graphics – set up a letter template with your address and *Dear Sir*, - and apply any formatting
6. Carry out any page setup changes that may be wanted
7. Create, select or merge any styles needed
8. Create any *autotext (glossary)* entries

Once the template is to your liking save it so it can be used later:

9. Press **<Ctrl s>** for **[Save]** - or use **Save** from the **File** menu
10. Give the template an appropriate *File name:* - eg *myletter*
11. Check that *Save in:* is set to the appropriate folder - if you do not use the default directory then your template will not appear when you try to create a new document using it
12. Press **<Return>** or click on **[Save]**
13. Close the template either using the **[Close Window]** button or **Close** from the **File** menu

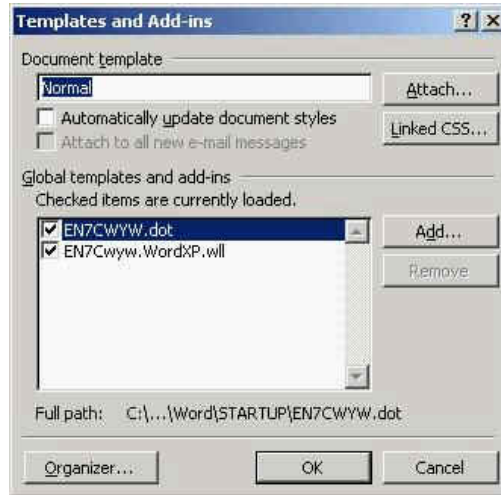
To use your new template for a document:

14. Open the **File** menu and choose **New...** then click on **General Templates...** in the task pane
15. Make sure you are on the *General* tab (all user-defined templates are listed here)
16. Select your template and check the **Document** option control is set under *Create New*
17. Press **<Return>** or click on **[OK]**

You would now normally continue typing in your text and saving your file. Here, however, there is no need to do so.

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18. Close your document either using the **[Close Window]** button or **Close** from the **File** menu



Note the link to *[Organizer...]* which would allow you to import particular styles etc from other templates, as you saw earlier, rather than the whole template itself.

3. Click on **[Attach...]** and select the template you want - eg **myletter.dot**
4. Set on the *Automatically update document styles* check box if you want your styles updated to always match those defined in the template
5. Press **<Return>** or click on **[Open]**
6. Press **<Return>** or click on **[OK]**

The chosen template will be attached to the current document, allowing you to use any of the features associated with it.

WIZARDS:

Word comes with several built-in wizards that will potentially simplify tasks for you. Examples of these wizards include the fax, letter, memo and resume wizard. A wizard provides step-by-step guidance as you create a new document. Based on your answers to the questions, Word will automatically generate the document for you. Access the Wizards the same as the Templates, (the wizard has a wand across the icon).