

CREATING A NEW TEMPLATE IN WORD

10 steps to producing properly formatted work

- 1 Click New on the File menu. Click a template that is similar to the one you want to create, click Template under Create New, and then click OK.
- 2 On the File menu, click Save As.
- 3 In the Save as type box, click Document Template (*.dot). This file type will already be selected if you are saving a file that you created as a template.
- 4 Word proposes the Templates folder in the Save in box. To save the template so that it will appear on a tab other than General, switch to the corresponding subfolder within the Templates folder.
- 5 In the File name box, type a name for the new template, and then click Save.
- 6 In the new template, add the text and paragraph style you want to appear in all new documents that you base on the template. Right click on your mouse, then choose paragraph.
- 7 Set the alignment to justified, the Indentation to First Line, and the Line spacing to Double. Click on OK.
- 8 To change the font style, right click on your mouse, and select font. Under Font choose Times New Roman. Under Font Style choose regular. Under Size choose 12. Click OK.
- 9 To change your margins, click on File on the menu bar, and then select Page Setup. Select all margins as 2.5 centimetres. Click OK.
- 10 Click Save, and then click Close on the File menu.

Now, when you want to start a new document, click on File on the menu bar, then select New. Select the document template you wish to use (your newly saved version as above) in the General tab, click ok and watch yourself type in the correct formatting from the off.