

Creating Document Templates

What is a Document Template?

Document templates are files that

- Include default text, graphics, toolbars, auto text entries, formatting, macros, etc., that you want to automatically include in a new document.
 - End in a **.dot** extension.
 - Are opened Read Only.
 - Are saved under a different file name.
-

Using Default Templates



- Word comes with several templates that can be used as *is* or can be altered by the user. They include memos, reports, legal pleadings, faxes, envelopes, mailing labels, newsletters, and much more.
 - To access Word templates, click **File...New**. The Templates dialog box will be displayed. (**Note:** For **Word XP** users, the **New Document Task Pane** will be displayed. Click **General Templates**.) Click an appropriate tab. Double-click on the template file name wanted.
-

Creating Your Own Template


- To create your template, produce a document that includes text, formatting, tables, etc. that will be the foundation of similar documents. Leave out all information that will change with each new file.
 - Save the document as a Template by using the **File, Save As** command, but change the **Save as type:** option to **Document Template (*.dot)**.
-

Changing the Location of Templates From the C: Drive to the D: Drive

Since files should be saved on the **D:** drive (in case the **C:** drive becomes corrupted or changes must be made to it), it will be necessary to copy the **Templates** folder to the **D:\$Data** folder as shown below.

- Right-click the **Start** button, and select **Explore**.
 - Select the default location folder for user templates,
For **Word 97** users, the default location is:
C:\Program Files\Microsoft Office\Templates
For **Word XP** users, the default location is:
C:\Documents and Settings\Your Username\Application Data\Microsoft\Templates.
 - Click the **Copy**  button on the Toolbar or select **Edit...Copy** from the Menu Bar.
 - Scroll until you see the **D_drive (D:)** drive icon on the left side of the Exploring window. If it has a plus (+) sign in front of it, click the plus (+) sign to display the folders below it.
 - Below **D_drive (D:)**, select the **\$Data** folder name.
 - Click the **Paste**  button on the Toolbar or select **Edit...Paste** from the Menu Bar.
 - Close the Explorer Window.
-

Pointing Word to the D: Drive Template Location

- If a document is not opened, click the **New**  button.
 - Select **Tools...Options**, then the **File Location** tab.
 - Under **File types**, click **User templates**, then click the **Modify** button.
 - On the **Modify Location** dialog box, select **D:\$Data\Templates**.
 - Click the **OK** button, then click the **OK** button again.
-

If you have any problems, please contact the IT Service Center at (248) 858-8812.