

## Creating a Template in Microsoft Word 2007

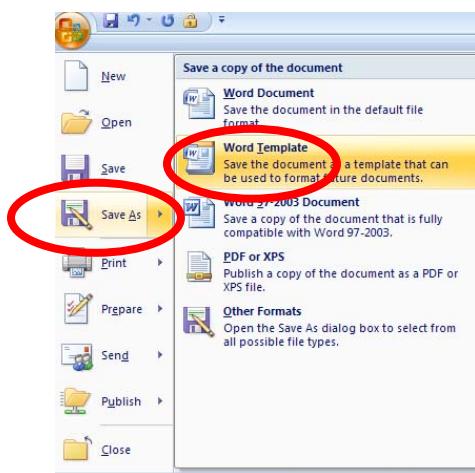
### Tool Summary

A template is a document type that creates a copy of itself when you open it.

### Benefits to Students

- Establish student preferences for font, background color, etc, for writing assignments
- Eliminate student set-up time by having assignment template available with heading
- Avoid re-creating often-used formats and
- Provide structure for student responses

Select the Microsoft icon in the upper left -hand corner. Select **Save As>Word Template**.



A dialogue box will appear. Select the area of the computer where you would like to save the template from the **Save In:** drop-down menu. Type the name of the template into the **File name:** field. The **Save as type:** drop-down menu will default to **Word Template (\*.dotx)**. To save the template “down” so that the document can be accessed in earlier versions of Word, select **Word 97-2003 Template (\*.dot)**.

