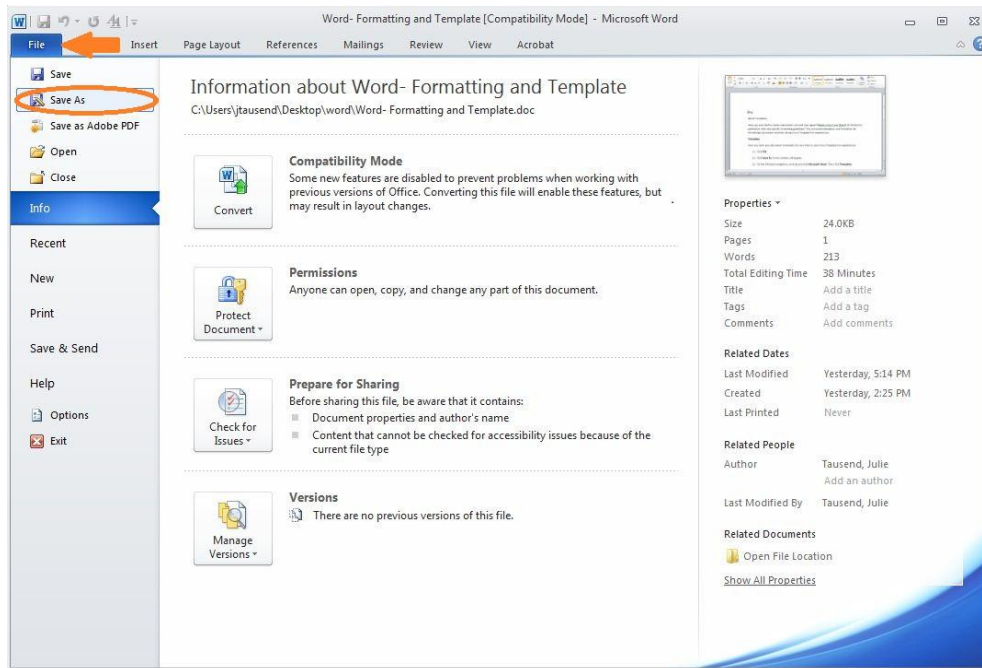


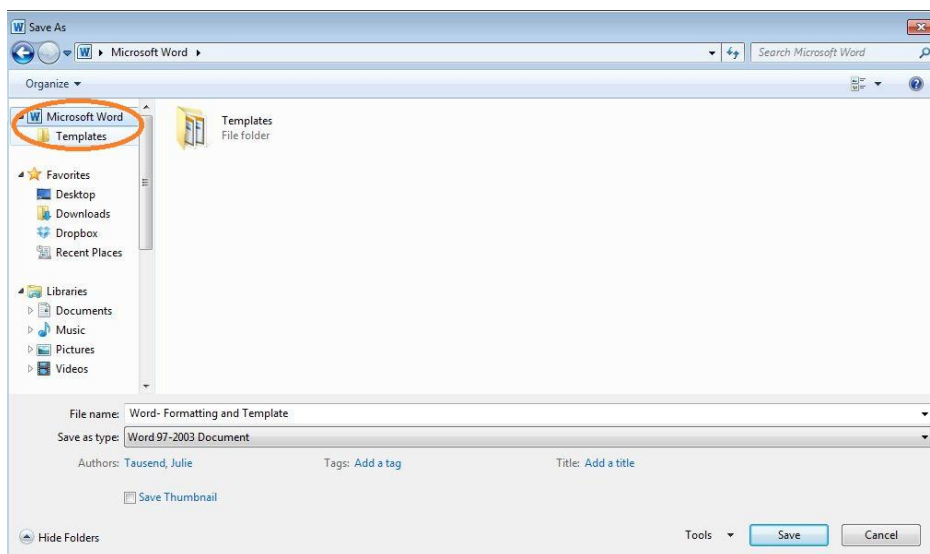
Have you ever had to create a document over and over again? Maybe a Fax Cover Sheet? Or articles for publication with very specific formatting guidelines? You can avoid redundancy and frustration by formatting a document and then saving it as a Template for repeated use.

Once you have your document formatted, it is now time to save it as a Template for repeated use.

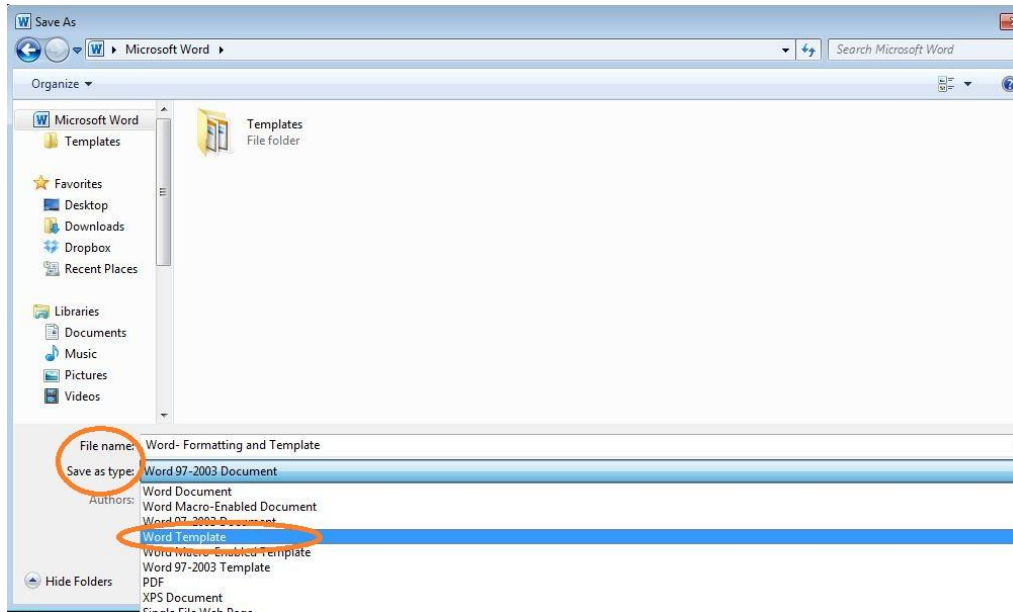
- 1.) Click **File**.
- 2.) Click **Save As**. A new window will appear.



- 3.) On the left hand navigation, scroll up and click **Microsoft Word**. Then click **Templates**.



- 4.) In the **File Name** field, name your document. Be specific (Example: Article Template).
- 5.) In the **Save As Type** field, click the drop down menu and select **Word Template**.

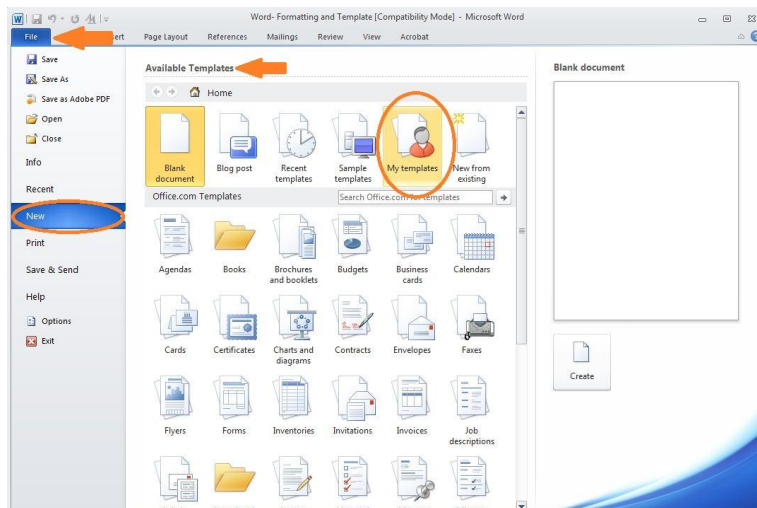


- 6.) Click **Save**.

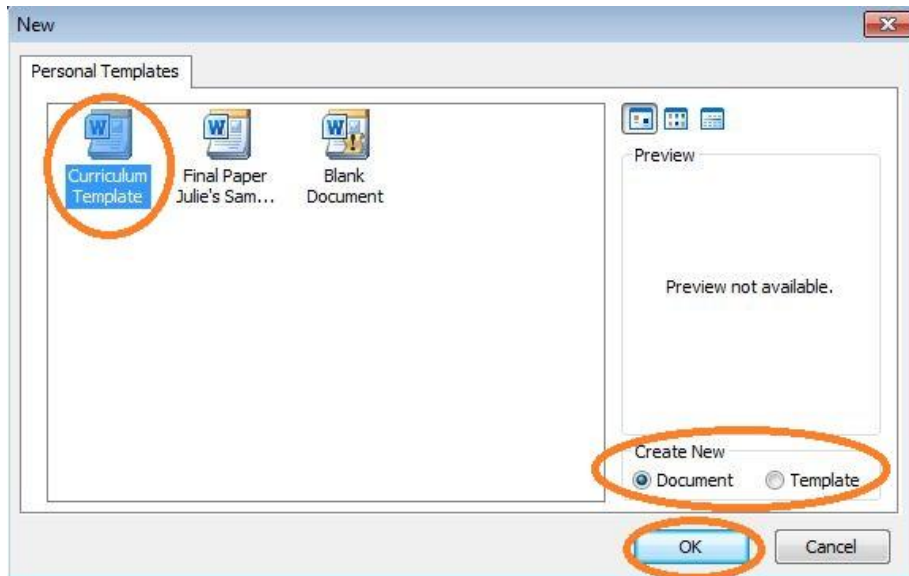
This will save your file in your Microsoft Word application in the Templates folder.

Now, anytime you want to use the Template when creating a new document you can do so by following these steps:

- 1.) Open Word
- 2.) Click **File**
- 3.) Click **New**
- 4.) Under **Available Templates**, double click **My templates**. A new window will appear.



5.) Your newly created template should be an option. Click the template you want to use. Under **Create New**, select **Document**.



6.) Click **OK**

You can now type your new document using the Template. Don't forget to save your document.

More on Word- Don't forget to view [Best Practices in Word](#) for tips on saving and good habits. Learn how to keep track of your edits until a final version is needed in [Collaborating with Word](#).