

Word Document Templates

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Microsoft Word Templates

Click the Microsoft Office Button , and then click Save As. Give the new template a file name, select Word Template in the Save as type list, and then click Save. Note: You can also save the template as a Word Macro-Enabled Template (.dotm file) or a Word 97-2003 Template (.dot file).

Save a Word document as a template - Word

) > Word Templates > Create Word Template. Click Word Template > Upload. Drag the Word file in the dialog box or browse to the file. Click Upload. Step 5: Generate a document from the Word template. To use the Word template you've created, do the following: Open a record with information you want to create a document.

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Open the "File" menu, and then click the "Save As" command.Select where you want to save your document. After typing a name for your template, open the dropdown menu underneath the name field, and then choose the "Word Template (*.dotx)" option. Click the "Save" button.

How to Create a Template in Microsoft Word

Step 1. Open Microsoft Word. Double-click the Word icon, which resembles a white "W" on a dark-blue background.Step 2. Search for a template. Scroll through the Microsoft Word home page to find a template you like, or type word into the search bar at the top of the page to search for matching templates. For example, if you wanted to find budget-related templates, you would type "budget" into the search bar. You must be connected to the Internet in order to search for templates ...