

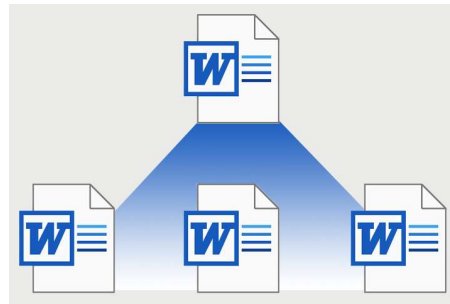
## About Word Templates

A Word template is a document which is used to create or update other Word documents. It allows you to easily duplicate document layouts, themes, text, images, and text styles. Templates ensure new and existing documents remain up to date with corporate branding and maintain a professional look and feel.

There are two types of Word templates, each with a specific role.

### Style Templates vs Document Templates

A **style template** contains text styles, QuickParts, and other customized items which can be applied to a document after it has been created. The style template remains connected to the document throughout the document's life. Any updates to the style template will automatically update the documents attached to that template when they are next opened.



A **document template** is used when creating a new document. It's like a rubber stamp, which provides you with text, images, tables, headers and footers, or other items which you can then customize. Unlike a style template, a document template will not continue to update and influence the document once it has been created. Any changes made to a document template will only affect new documents created with that template after that date.



Normally, it is best practice to have only one or two style templates, whereas you can create as many document templates as you need. Each document template should be connected to the company's style template so that the documents created using the document template will continue to be updated as changes are made to the style template.

#### When Should I Use Each Type?

<i>Use</i>	<i>Template Type</i>
I want to create an overall theme for our documents, to make sure all our documents have the same look and feel.	Start by creating and customizing a style template and then create document templates as needed with the style template attached.
I want to add a new type of document with a custom header, cover page, and other repeating content.	Create a new document template.
I want to change the way a text style looks so that all current documents and new documents will look the same.	Update the style template.

## Quick Reference Guide: How to Create a Document Template

**Overview:** This task will show you how to create a document template.

**Prerequisites:** You will need Microsoft Word to complete this task.

### Begin task

1. Open Microsoft Word.
2. Select **Blank Document** if you wish to start from scratch, or select **More Templates** to choose an existing template which you can then customize.  
*A new document will be created.*
3. Customize the document as required.



#### Attaching a Style Template

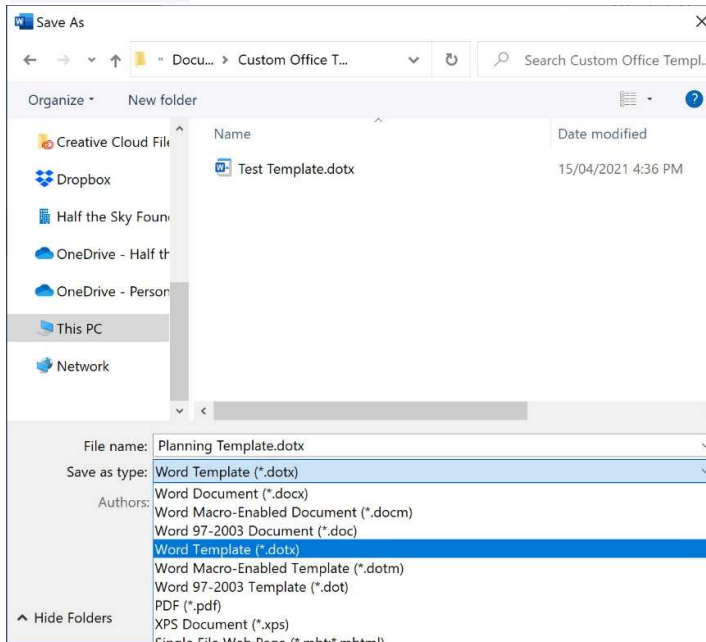
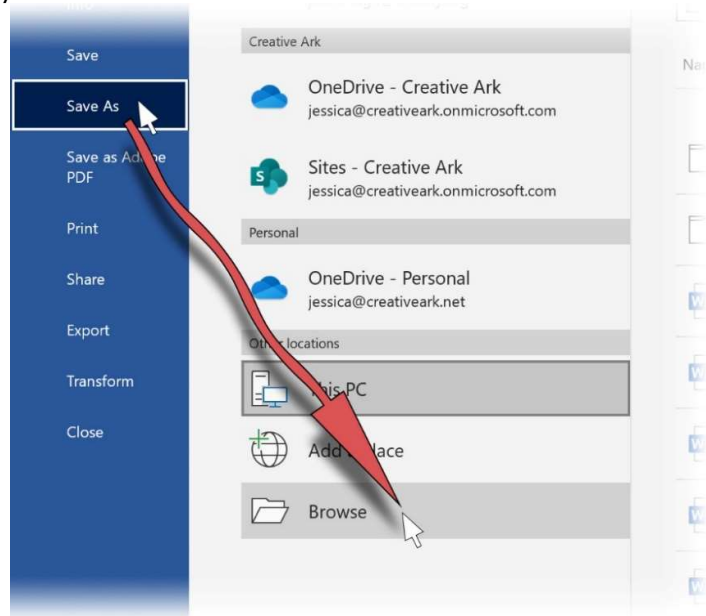
While editing the document you may wish to attach a style template, if one exists. See **Quick Reference Guide: How to Attach a Style Template** for more information.

4. When you are ready to create the document template, select **File** and then select **Save As**.  
*The **Save As** options appear.*
5. From the list of save as locations, select **Browse**.  
*The **Save As** dialog box appears.*
6. From the **Save As Type** dropdown menu, select Word Template (.dotx) or Word Macro-Enabled Template (.dotm)  
*The dialog box will automatically take you to the **Documents > Custom Office Templates** folder on your computer.*



#### What's the Difference?

A Word Macro-Enabled Template will allow macros to function within the new template.  
*If you're not sure what a macro is, you likely don't have any in your document, and so selecting Word Template (.dotx) is fine. For more information on macros, see **What is a Macro?***



7. Name your new template and then select **Save**.

**Does it Matter Where I Save It?**

When you choose the template file type, Word will automatically take you to the best place on your computer to save the files. It is best to save templates to this folder rather than another custom folder because your templates may not appear in the **Custom Templates** area of Word if your template is saved elsewhere.

**Final Steps**

8. To complete the task, check your template appears by selecting **File** and **New**.
9. Select **Custom** and, if necessary, select **Custom Office Templates**.  
*Your customized template should appear.*

Office 

Custom Templates -...



Custom Office Tem...

**Next Steps**

After performing this task, the following actions or tasks may be required:

Quick Reference Guide: How to Create a Style Template

Quick Reference Guide: How to Attach a Style Template

Quick Reference Guide: How to Add Automatic Fields to Your Document