

# **MICROSOFT WORD 2010**

**Overview of Templates**

# WHAT ARE TEMPLATES?

A template is a type of file that already contains content, such as text, styles, and formatting; page layout, such as margins and line spacing; design elements, such as graphics, borders and columns. Different templates can have different content, including paragraph styles.

Templates differ from documents because they open up copies of themselves, adding everything they contain to the new documents. Because the new documents aren't the templates themselves, any changes you make to your documents are saved to the documents, not the templates.



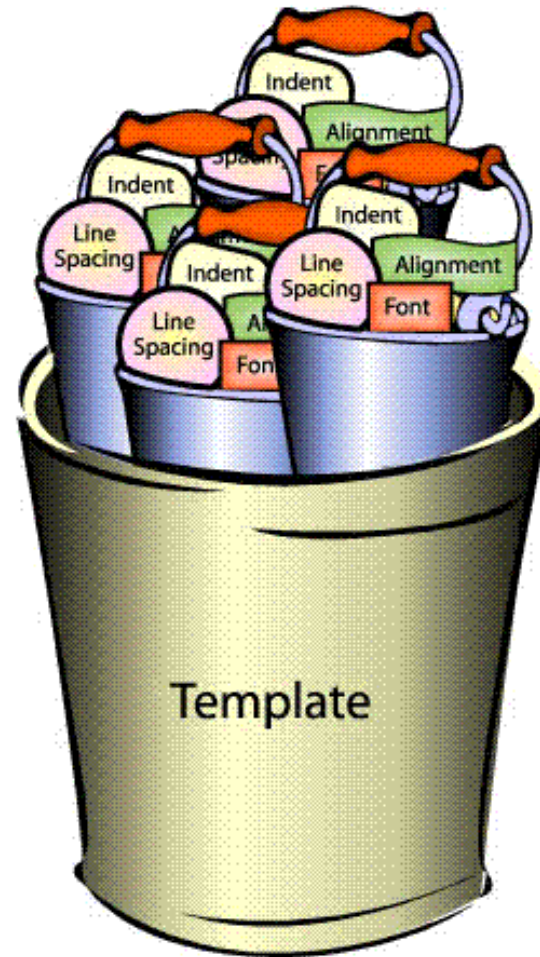
# WHY SHOULD YOU USE TEMPLATES?

Templates help ensure that documents based them will have all of the elements you need to write those documents. If you want to use the same information or graphics in each document of a certain type, you can save it in your template so that it's already there when you start a new document based upon that template. Using templates also helps teams of writers create documents that look the same, no matter how many writers work on those documents.



# TEMPLATES ARE LIKE BIGGER BUCKETS!

When we were discussing paragraph styles, I described them as being like buckets that hold many different formatting commands. Following the same metaphor, a template is an even larger "bucket," holding, along with other things, many paragraph styles.



# WHAT ELSE DO TEMPLATES HOLD?

Some of the other things templates hold are:

- Text and graphics that you want to have in each document of this type (also called *boilerplate*).
- Settings that define margins, page orientation, and even dictionaries for this type of document.
- Macros that help you perform tasks more easily when writing this type of document (such as a macro to insert a table of a certain size and style).
- AutoText entries (or storage locations for text and graphics that you use often).
- Special Word commands and toolbar settings.



## SO WHAT'S SO SPECIAL ABOUT TEMPLATES?

Hopefully, you learned how to modify and create paragraph styles in my other tutorials. Since we didn't save those paragraph styles that we created and modified to a specific template, those styles are probably in your Normal template now.

You could continue adding paragraph styles and other items to the Normal template, but this isn't efficient. For one thing, you could create so many paragraph styles for different types of documents that it becomes difficult to find what you need. It may even become difficult to remember which style goes with which document.



## MORE REASONS TO USE TEMPLATES

In addition, you may need to define the same paragraph style differently for different types of documents.

Let's say, for example, that you're responsible for creating user manuals and marketing brochures. The body text of the manuals is supposed to be 10-point Arial, but you must use 11-point Times New Roman in the marketing brochures. Should you create body text and other styles for each of these types of documents and possibly end up with an extremely long list of styles? Or should you go back and redefine the styles each time?



# WHAT YOU'LL LEARN IN THE TEMPLATES TUTORIALS

If you create a template for each type of document you produce, you won't have to face either of these decisions. Those templates will hold the styles that you need so they're available only for that type of document.

In the template tutorials, you'll learn how to create a template based on an existing template and how to create a template based on an existing document. You'll also learn how to check them and make changes.

Have fun!

