## Create a template

You can start with a blank document and save it as a template, or you can create a template that is based on an existing document or template.

### Start with a blank template

1. Click the **Microsoft Office Button** Button image, and then click **New**.
2. Click **Blank document**, and then click **Create**.
3. Make the changes that you want to the margin settings, page size and orientation, styles, and other formats. You can also add instructional text, content controls such as a date picker, and graphics that you want to appear in all new documents that you base on the template.
4. Click the **Microsoft Office Button** Button image, and then click **Save As**.
5. In the **Save As** dialog box, do one of the following:
   * On a computer that is running Windows Vista, under **Favorite Links**, click **Templates**.
   * On a computer that is running Windows XP, under **Save in**, click **Trusted Templates**.
6. Give the new template a file name, select **Word Template** in the **Save as type** list, and then click **Save**.
7. Close the template.

### Create a template based on an existing document

1. Click the **Microsoft Office Button** Button image, and then click **Open**.
2. Open the document that you want.
3. Make the changes that you want to appear in all new documents that you base on the template.
4. Click the **Microsoft Office Button** Button image, and then click **Save As**.
5. In the **Save As** dialog box, do one of the following:
   * On a computer that is running Windows Vista, under **Favorite Links**, click **Templates**.
   * On a computer that is running Windows XP, under **Save in**, click **Trusted Templates**.
6. Give the new template a file name, select **Word Template** in the **Save as type** list, and then click **Save**.
7. Close the template.

### Create a new template based on an existing template

1. Click the **Microsoft Office Button** Button image, and then click **New**.
2. Under **Templates**, click **New from existing**.
3. Click a template that is similar to the one that you want to create, and then click **Create New**.
4. Make the changes you want to the margin settings, page size and orientation, styles, and other formats.

You can also add instructional text, content controls such as a date picker, and graphics you want to appear in all new documents that you base on the template.

1. Click the **Microsoft Office Button** Button image, and then click **Save As**.
2. In the **Save As** dialog box, do one of the following:
   * On a computer that is running Windows Vista, under **Favorite Links**, click **Templates**.
   * On a computer that is running Windows XP, under **Save in**, click **Trusted Templates**.
3. Give the new template a file name, click **Word Template** in the **Save as type** box, and then click **Save**.
4. Close the template.