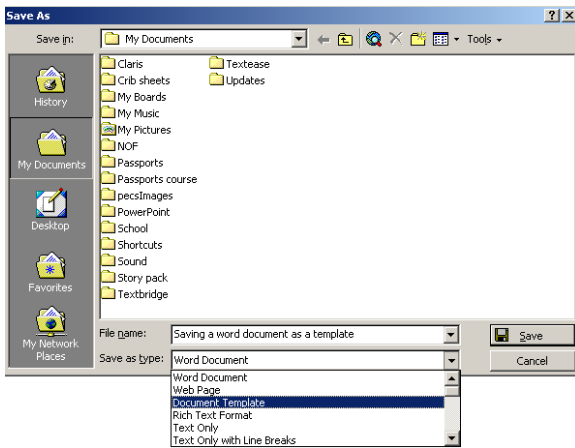
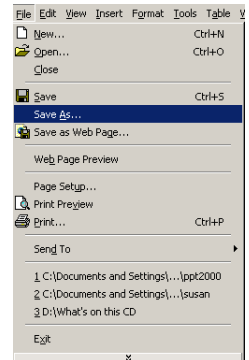


# Saving a Word Document as a Template

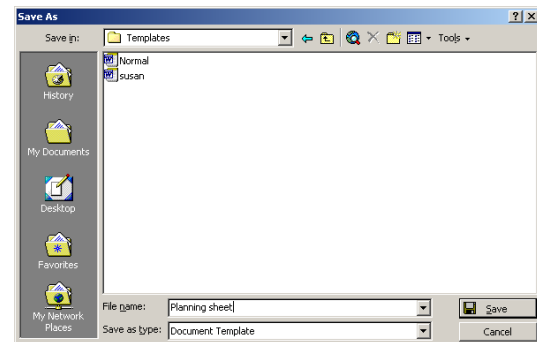
# Quick Guide

Save the document as soon as possible, so that you don't lose it!

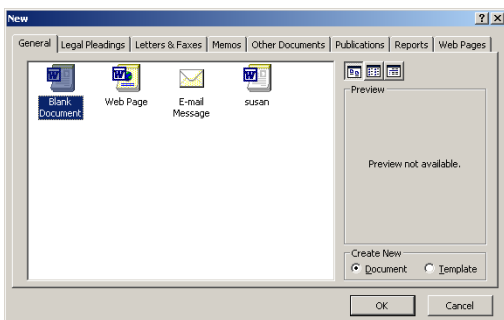
From the files menu, click on **Save as**



When the 'save as' screen opens up, go to the bottom of the screen, '**Save as type**' and change this by putting the mouse on the little pointing downward arrow, to Document Template.



Now 'Save as' has opened up templates, name the file and click save.



Now when you click on a new file in word, the template will appear in the menu.



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