Creating Templates in Word 2013

To create a template in Word.

1. Open a new blank document and press F12. This opens the Save As dialog.

2. Give the new template a name such as "Report" or "Annual Report."

3. Your template will be saved in the Custom Office Templates folder in your Documents folder as soon as you choose Word Template as your file type.

With any Office application you can save templates to any storage device. However, if they are not in the Custom Office Templates folder they will not be easy to find and use again.

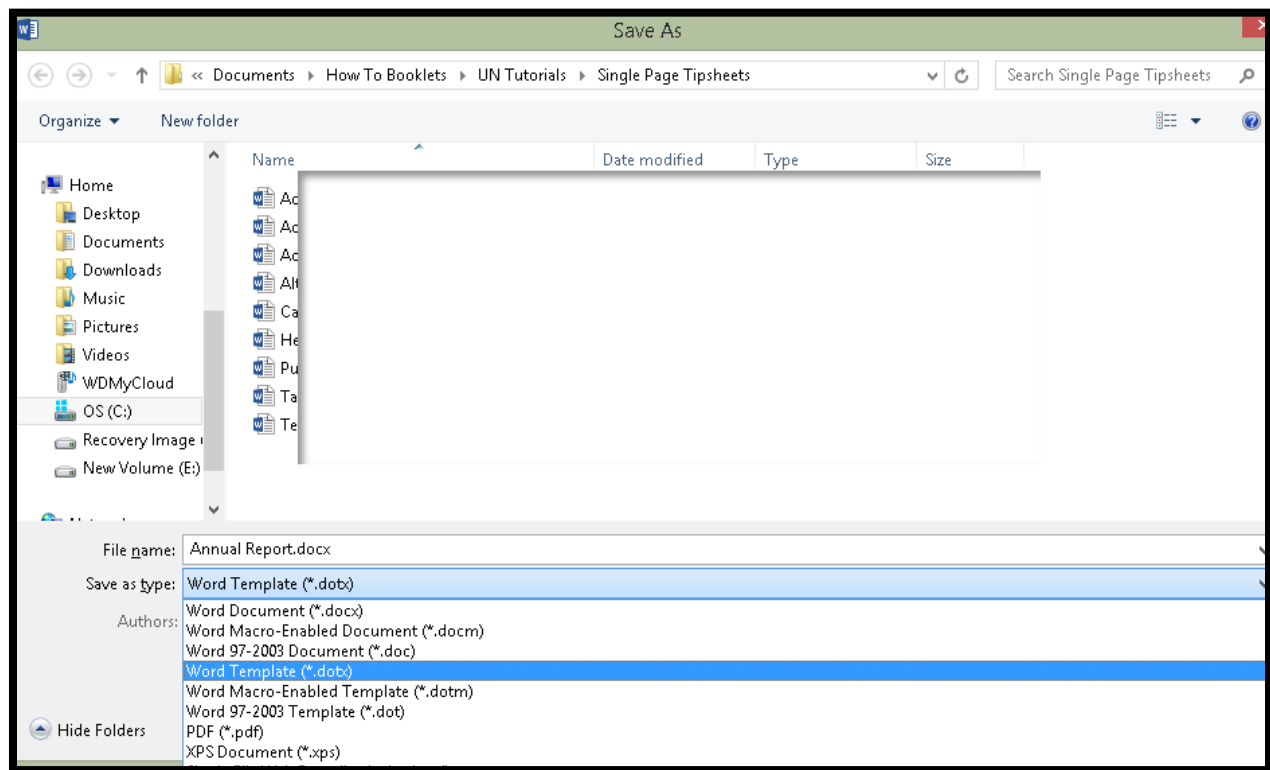Now you can modify the default styles and add any static text to the template.

Figure 1 Save As dialog showing file to be saved as a Word Template.

In Office 2007 and 2010 the location of Templates may be the default Template folder or other locations. Make sure yu check to see where your Templates are being saved.

Find more how to documents on the [Karlen Communications Handouts](#) web page.