

# Answerpoint Example Document For “How To Modify Templates”

## Overview

What you will learn:

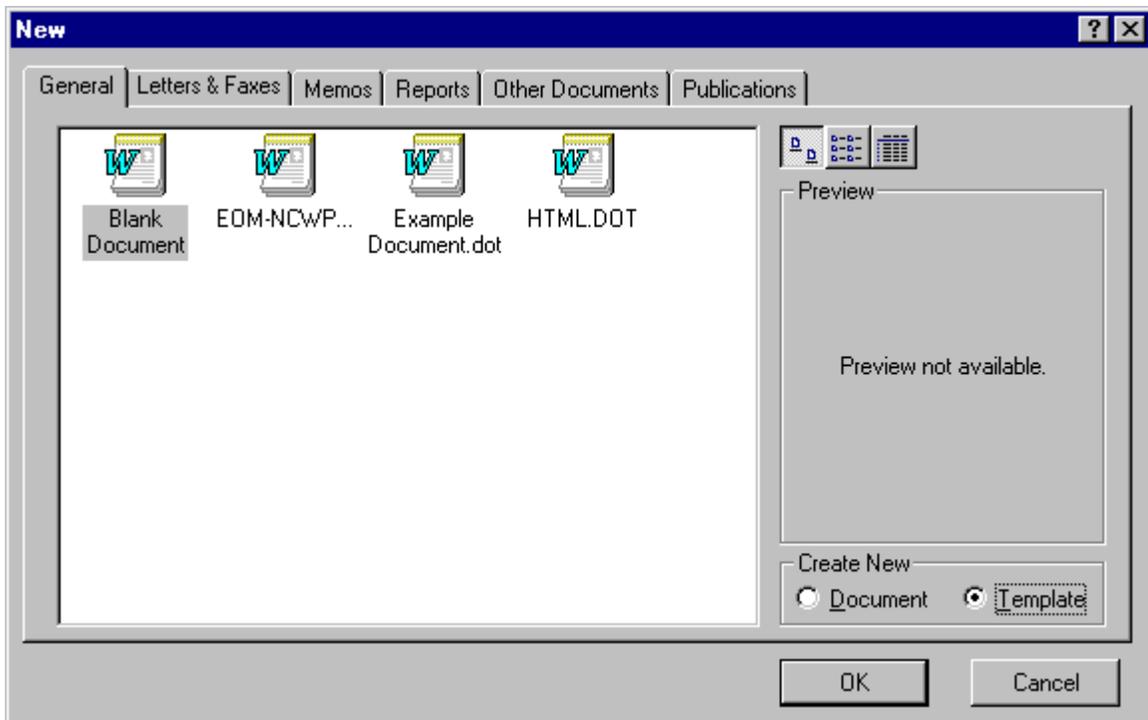
- How to Create a New Template
- How to Modify Existing Templates

### Create a New Template

From the file menu, choose New, select Blank Document, and from the Create New option choose Template. Change any of the template's text and graphics, styles, formatting, macros, AutoText entries, toolbars, menu settings, and shortcut keys.

From the File menu, choose Save, and give the new template a name.

*Note: Each tab, General, Letters & Faxes and Memos, etc., come from the file structure of the MSOffice folder template's sub-folder. The General tab is actually the Templates folder and Letters & Faxes, Memos and Reports, etc. are sub-folders in the templates folder. Word, Excel, PowerPoint and Access all share the same Templates folder in the MSOffice folder.*

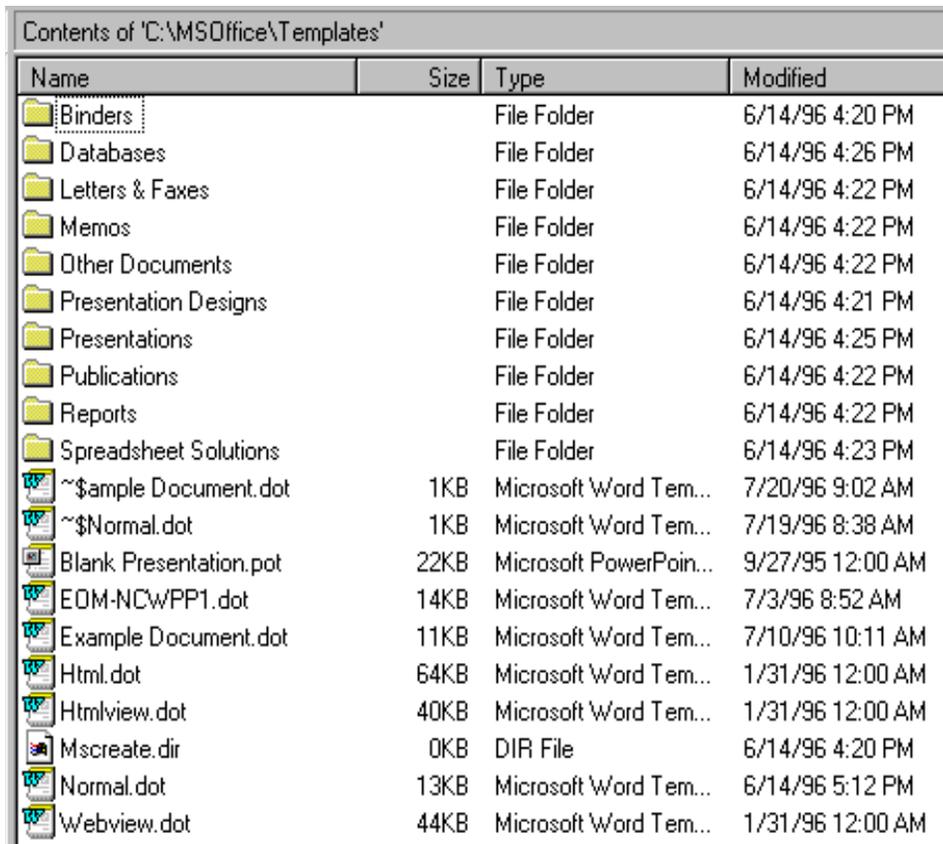


## Modify Existing Template

1. On the File menu, click Open, and then open the template you want to modify.
2. If there aren't any templates listed in the Open dialog box, click Document Templates in the Files Of Type box.
3. Change any of the template's text and graphics, styles, formatting, macros, AutoText entries, toolbars, menu settings, and shortcut keys.
4. From the File menu, click Save, and save your template in the templates directory
5. From the File menu, click Close

*Note: Changes to the template's content and formatting are reflected in new documents you base on the template; existing documents aren't affected. Modified macros, AutoText entries, toolbars, custom menu settings, and shortcut keys are available to any document attached to the template.*

## Example Directory Structure from the Windows Explorer



Name	Size	Type	Modified
Binders		File Folder	6/14/96 4:20 PM
Databases		File Folder	6/14/96 4:26 PM
Letters & Faxes		File Folder	6/14/96 4:22 PM
Memos		File Folder	6/14/96 4:22 PM
Other Documents		File Folder	6/14/96 4:22 PM
Presentation Designs		File Folder	6/14/96 4:21 PM
Presentations		File Folder	6/14/96 4:25 PM
Publications		File Folder	6/14/96 4:22 PM
Reports		File Folder	6/14/96 4:22 PM
Spreadsheet Solutions		File Folder	6/14/96 4:23 PM
~\$ample Document.dot	1KB	Microsoft Word Tem...	7/20/96 9:02 AM
~\$Normal.dot	1KB	Microsoft Word Tem...	7/19/96 8:38 AM
Blank Presentation.pot	22KB	Microsoft PowerPoin...	9/27/95 12:00 AM
EOM-NCWPP1.dot	14KB	Microsoft Word Tem...	7/3/96 8:52 AM
Example Document.dot	11KB	Microsoft Word Tem...	7/10/96 10:11 AM
Html.dot	64KB	Microsoft Word Tem...	1/31/96 12:00 AM
Htmlview.dot	40KB	Microsoft Word Tem...	1/31/96 12:00 AM
Msccreate.dir	0KB	DIR File	6/14/96 4:20 PM
Normal.dot	13KB	Microsoft Word Tem...	6/14/96 5:12 PM
Webview.dot	44KB	Microsoft Word Tem...	1/31/96 12:00 AM

**Templates Directory Structure 1**

## Document Examples

*Professional Fax Template*

[Click here and type return address and phone and fax numbers]

**Blue Sky Airlines**

# Fax

**To:** [Click here and type name]

**From:** [Click here and type name]

**Fax:** [Click here and type fax number]

**Pages:** [Click here and type # of pages]

**Phone:** [Click here and type phone number]

**Date:** February 26, 2023

**Re:** [Click here and type subject of fax]

**CC:** [Click here and type name]

**Urgent**

**For Review**

**Please Comment**

**Please Reply**

**Please Recycle**

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**I Comments:** [Click here and type comments]

## References

Microsoft Word Users Guide (Version 6.0) Page 213-223; Online Help