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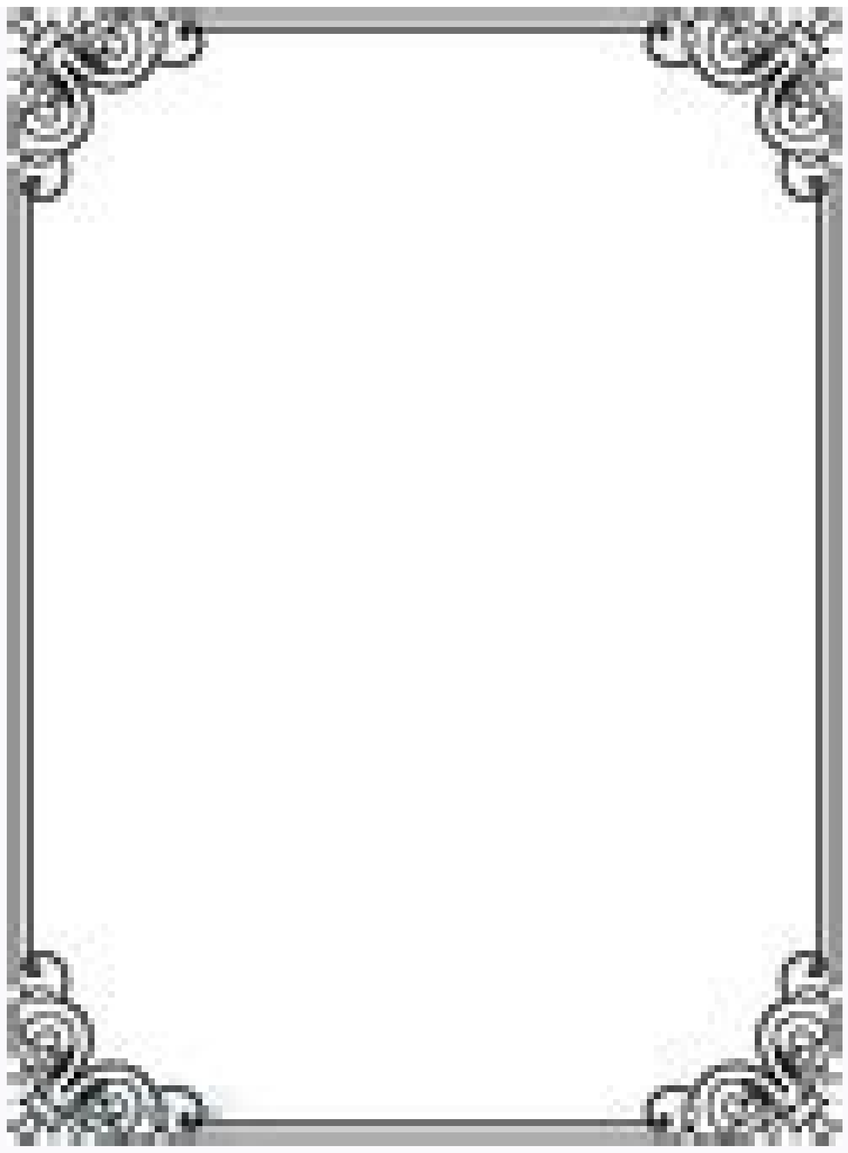

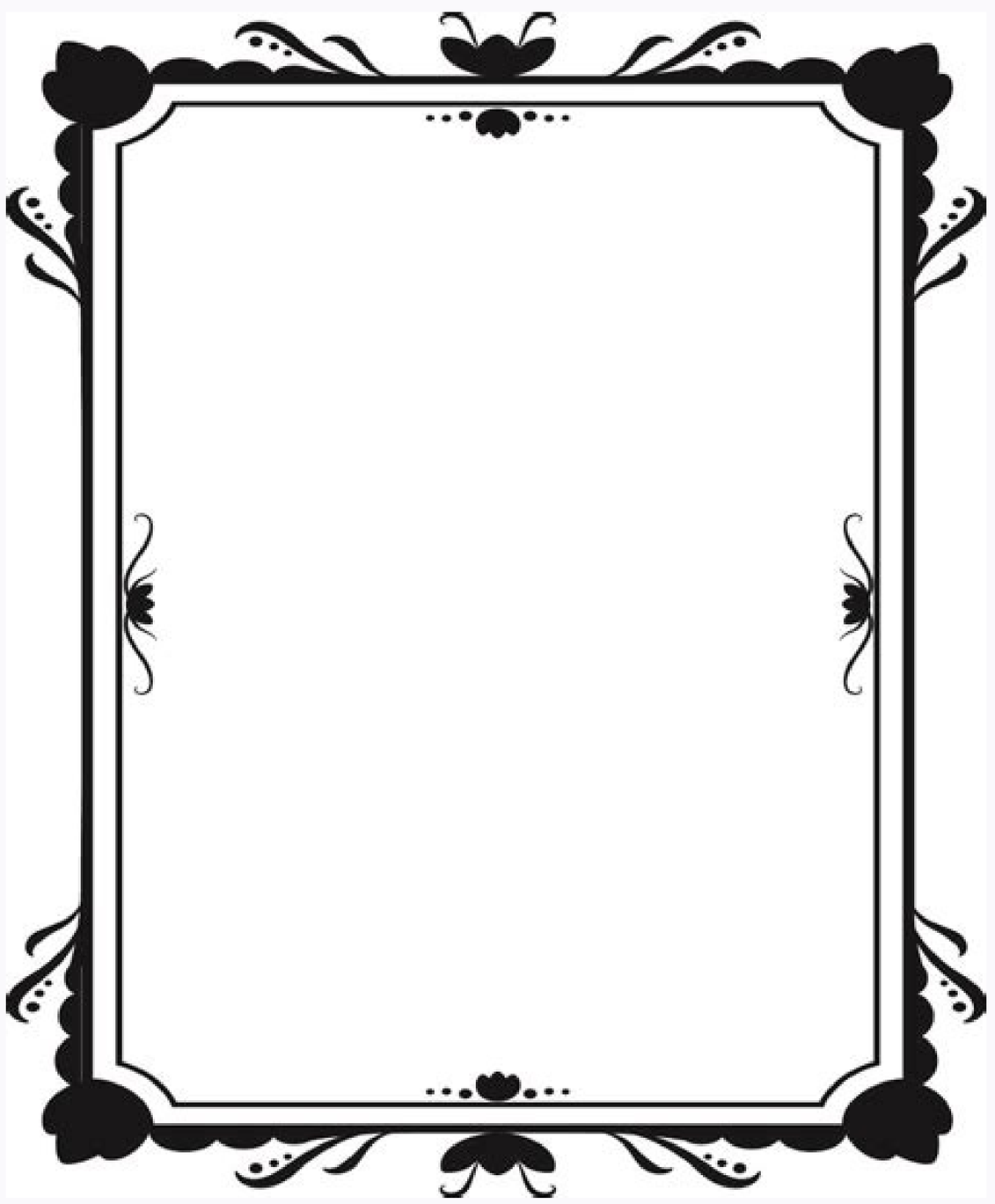

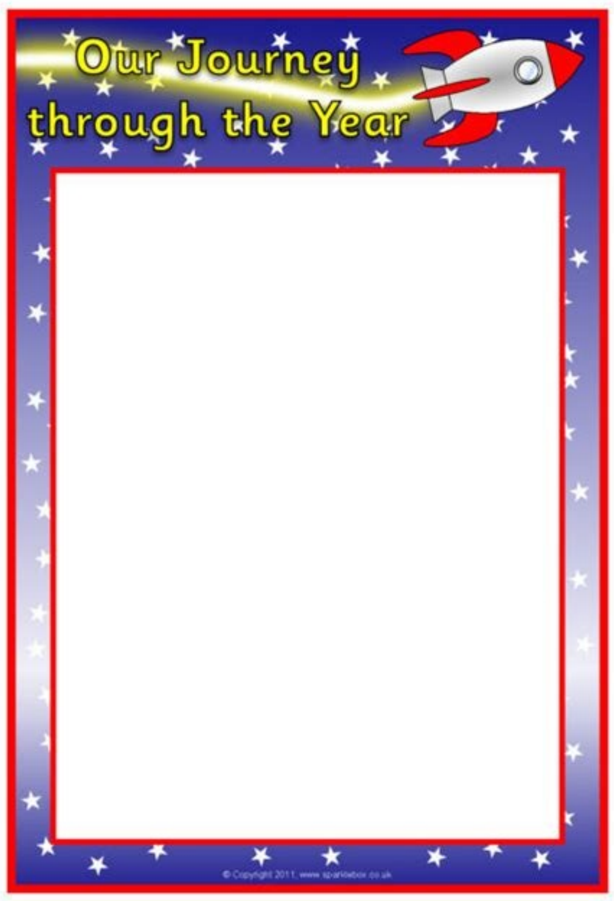

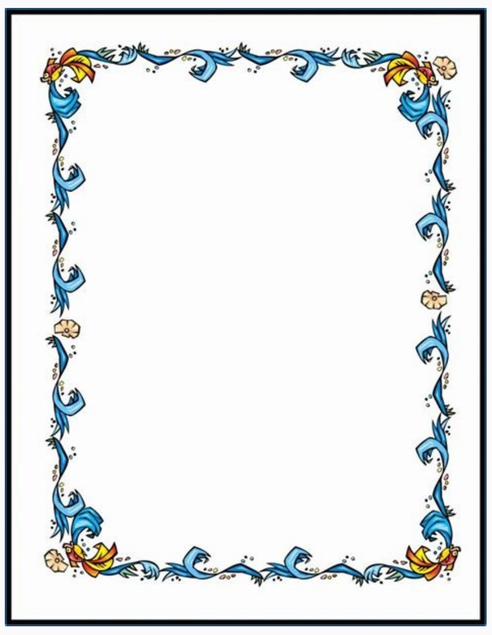

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Templates nearly always come with some pre-filled information that you can erase and type over. You can also customize other aspects of the template as needed using any tool in Word. 6 Save your edited file as a Word document. When you're ready to save your completed Word document, click the File menu and select Save as. Select a folder to save your file to, give it a name, and make sure .DOCX is the file type (unless you have a reason to choose another file type). Click Save to save your new file. Saving your file will not make changes to the original template. You can always create a new file from the same blank template at any time. If you do want to save over the original template because you've made changes to it that you'll want to keep in the template permanently, see the Creating a Template method. Advertisement 1 Go to in a web browser. This is Microsoft's official template download website. 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Click it to open it, or double-click the file in your default downloads folder to open it. This opens the template in Word, but if it contains macros, it may open in a special view called Protected View. Word opens the template in Protected View for your protection, just in case you downloaded the template from somewhere other than Microsoft. 6 Click Enable Editing to edit the template. You'll only have to do this if you see a bar at the top of the file that displays this button. This allows you to edit the template. 7 Create your document from the template. Templates nearly always come with some pre-filled information that you can erase and type over. You can also customize other aspects of the template as needed using any tool in Word. 8 Save your edited file as a Word document. When you're ready to save your completed Word document, click the File menu and select Save as. Select a folder to save your file to, give it a name, and make sure .DOCX is the file type (unless you have a reason to choose another file type). Click Save to save your new file. Saving your file will not make changes to the original template. You can always create a new file from the same blank template at any time. If you do want to save over the original template because you've made changes to it that you'll want to keep in the template permanently, see the Creating a Template method. Advertisement 1 Create a new Microsoft Word document. You can create a custom Microsoft Word template from any document. If you want to start from scratch, select Blank when opening word, or click File > New and select Blank to open a blank file. 2 Save the file as a template. The steps are a little different depending on your version of Word: Windows: Click the File tab and select Save as. Double-click Computer (Microsoft 365 or 2019) or This PC (Office 2016).[3] Type a name for your template into the File Name field. Select Word template (*.dotx) as the "Save as type" if your template will not contain macros, or Word Macro-Enabled Template (*.dotm) if it contains macros. Word will now switch to the default templates folder so you can save your template to the right place. Click Save. macOS: Click the File tab and select Save as Template. Type a name for your template into the File Name field. Select Microsoft Word template (*.dotx) from the "File Format" menu if your template doesn't contain macros, or Microsoft Word Macro-Enabled Template (*.dotm) if you plan to put macros in the template. Word will now switch to the default template saving location. Click Save. 3 Set up the file with everything you want in the template. Include your desired fonts, borders, default text, clip art, margins, and any other aspect you want to include. 4 Save your template after you're finished editing it. Since you've already saved your file as a template, just click File and select Save to save your changes before you close Word. 5 Create a new file using your custom template. Now that you've created a custom template, you can select it when launching Word: Windows: Click the File menu and select New if you have a document open. On the New window, click the CUSTOM tab (Office 2019 and later) or the Personal tab (Office 2016 and earlier) to display your custom templates, and then click the template to open it. macOS: Click the File menu and select New from Template if you have a document open, and then click your template. Advertisement Ask a Question Advertisement Written by: wikiHow Technology Writer This article was written by Nicole Levine, MFA. Nicole Levine is a Technology Writer and Editor for wikiHow. She has more than 20 years of experience creating technical documentation and leading support teams at major web hosting and software companies. Nicole also holds an MFA in Creative Writing from Portland State University and teaches composition, fiction-writing, and zine-making at various institutions. This article has been viewed 227,216 times. Co-authors: 9 Updated: June 12, 2022 Views: 227,216 Categories: Microsoft Word Print Send fan mail to authors Thanks to all authors for creating a page that has been read 227,216 times. "I did not act on this advice to see if it will work, but at least I have some notion as to how to go about making my downloaded template work."..." more Share your story

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