

TEMPLATING



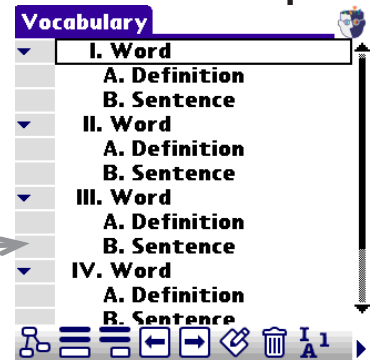
When to use it

- You need to do the same thing multiple times.
- You want a structure to help you remember all parts of an assignment.

How to do it

1 List & Arrange the elements.

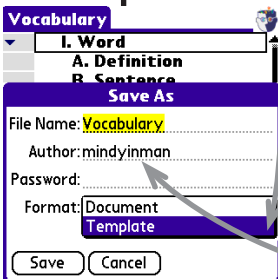
...when starting from a new outline.



2 Save as a Template.

Under file menu, select "Save As" and scroll to "Template" under Format

Name it something you will remember, something that a template will be used for.



3 Open and use a working copy.

a) Under the "File" menu, "Open" your list of "Templates" and select the one you just made. Once open, immediately "Save As..." and save it as a document.

b) Rename the copy. This name is more specific.

c) Replace the generic items in the template copy with information relevant to the assignment.

