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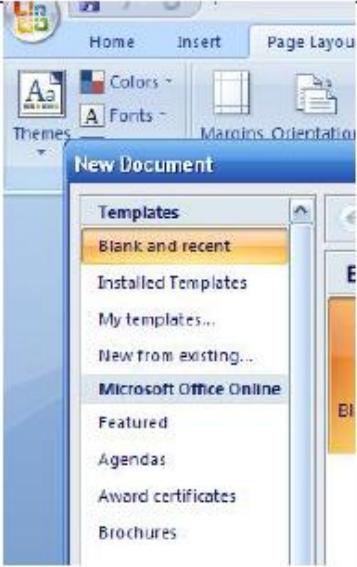
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How to Create a Document from a Template

Word 2007 comes with a wide variety of predesigned, professional-looking templates. Load up a template that fits your needs..

<p>1. Click the Office Button</p>	
<p>2. The New Document dialog box opens. Select New (or Ctrl+N)</p>	
<p>3. The New Document dialog box opens</p> <p><i>On the left side of the dialog box there's a list of template categories. The category Installed Templates at the top of the list contains templates that are automatically installed on your PC when you install Word. The rest of the categories contain templates that you can browse and download from www.microsoft.com for free</i></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Browse templates. When you select a template category, thumbnails of the available templates will appear in the centre pane, a larger preview will appear on the right side of the window</p> </div>	
<p>4. Select the template and click Create for an installed template, or Download for a not-yet-installed template</p>	