

# Creating Word Templates

Quick Reference Guide



## Create Reusable Word Templates and Streamline Your Work

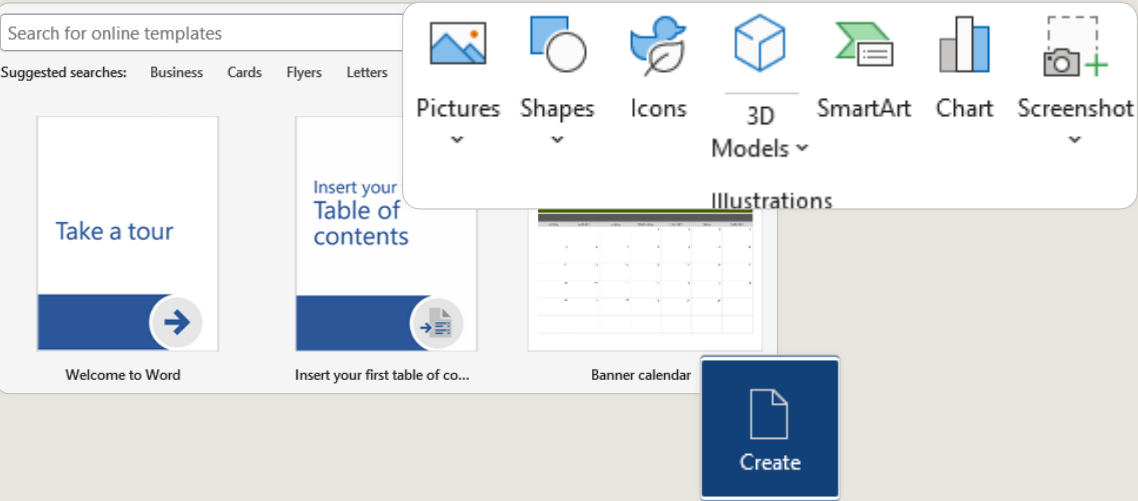
Word templates are a great way to save time and keep your documents consistent. They're ideal for creating reusable files such as invoices, reports, and forms. To create a template, start by customising a Word document with the layout, styles, and content you need. Then, save it as a template file (.dotx) so you can reuse it without changing the original. When you need to create a new document, just open the template and save it as a regular Word file. You can also share templates with your team to ensure everyone is working with the same format. Whether you're working solo or collaborating, templates can simplify your workflow and save you valuable time.

### Start from Existing Template

Open Word > Click **“File”** > New > Choose from existing template > Create.

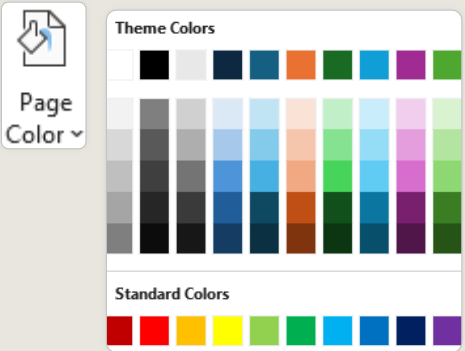
### Use Illustrations

Add Pictures, Shapes, Icons etc.



### Change Page Color

Open Design Tab > Page Color.



Creating Word Templates

Quick Reference Guide

Save as Template

Go to File > Save As, Select location > Input a clear, descriptive name. In **"Save as type"** pick **"Word Template (.dotx)"** (Use .dotm if macros are present). Choose Microsoft's suggested Templates folder > Click **"Save"**.

Enter file name here

Word Template (\*.dotx)

We recommend another folder for the type of file you've selected.

[Go to recommended folder](#)

Save to SharePoint for Company Use

Open SharePoint library > Select **"New"** > Add Template > locate template and click **"Open"**.  
Template will appear on new menu.

+ New ▾

Folder

Word document

Excel workbook

PowerPoint presentation

OneNote notebook

Create an agent

Link

Edit New menu

Add Template