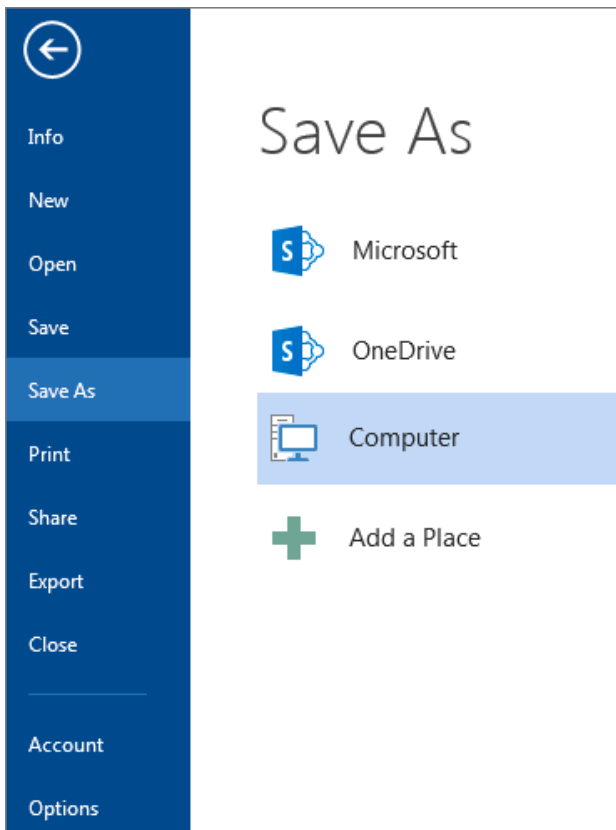


# Create a Template in Word 2013

A template is simply a starting point. A Word (or any other Office) template is something that you create once that can be used over and over again. To create a template, you can start with a document you already created, one you downloaded, or a brand new one that you decide to customize in any number of ways.

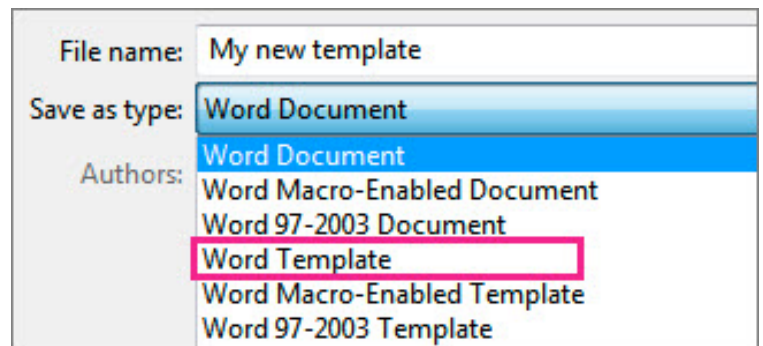
To save a document as a template, click **File > Save As**.

Double-click **Computer**.



Type a name for your template in the **File name** box.

For a basic template, click **Word Template** in the **Save as type** list.



If your document contains macros, click **Word Macro-Enabled Template**.

Word automatically goes to the Custom Office Templates folder. Click **Save**.

## Edit your template

To update your template, open the file, make the changes you want, and then save the template.

Click **File > Open**.

Double-click **Computer**.

Browse to the **Custom Office Templates** folder that's under **My Documents**.

Click your template, and click **Open**.

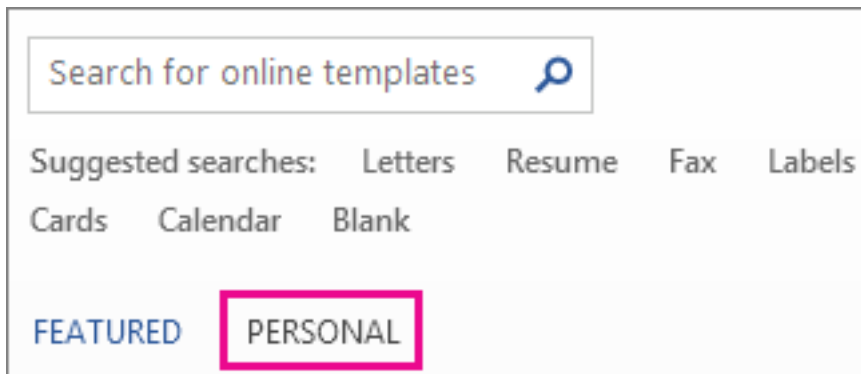
Make the changes you want, then save and close the template.

## Add content to your template

Add content controls, such as drop-down lists and date pickers. Add instructional text to explain how to use your template. Add password protection to help prevent someone from deleting or changing your template.

## Use your template to make a new document

To start a new document based on your template, click **File > New > Personal**, and click your template.



## Use your templates from earlier versions of Word

If you made templates in an earlier version of Word, you can still use them in Word 2013. The first step is to move them into the Custom Office Templates folder where Word can find them.