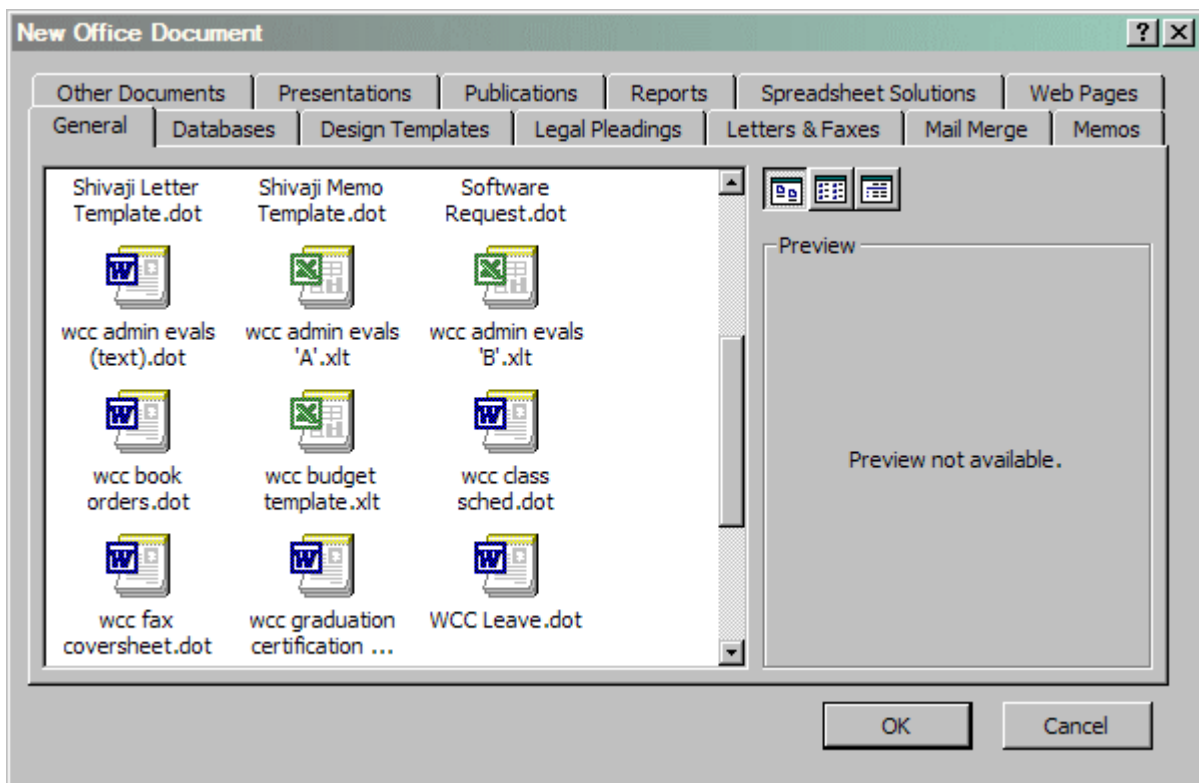


Customizing your Word Templates for Microsoft Office

1. Go to the Start Menu and pick “New Office Document”
2. Depending on whether you have created any templates yourself and/or what version of Office you are using, you will get a screen like this :



3. You can customize only the "**WCC Letter.dot**" & "**WCC Memo.dot**" templates using this method. Click on the one you need to customize and when it opens up in Word, click on the ☺ icon on the Toolbar. You will get a form where you can fill up your name, email ID, phone extension etc. When you click OK to indicate you are done, the template will be saved with a name like "<your emailID> Letter Template" and this is the one you will use in the future to create new documents. In the above screen shot, my templates have been saved as "Shivaji Memo.dot" & "Shivaji Letter.dot", where the ".dot" indicates that they are **Document Templates**. Please note that the the original templates will **not** be changed, so if you make a mistake, you can always go back and correct **your** custom template by re-entering the information.
4. You can now create documents based on any of the templates by using File | New and picking the appropriate template from or Word or Excel. Alternatively, you can go to the Start Menu and pick "New Office Document" and pick the appropriate template.

Some helpful tips:

- You should also modify "**WCC FAX Coversheet**" by inserting your phone # and email address. You do this by going to Tools | Unprotect and editing these areas. Be sure to protect the document after you are done by going to Tools | Protect.
- Use Tools | Options | View and make sure "Hidden Text" is checked.
- Check the bottom gray area of your Word screen for helpful tips on form items.
- You can refresh your forms by clicking on GetForms in the P:\Forms folder.
- Send email to the HelpDesk if you need help.