



## #3: CREATING WORD TEMPLATES

Many teachers use a Word template to create a ready-made design for students to organise information for writing, mind-mapping, mathematics solutions, etc.

Templates can be very easy to create, yet very powerful in providing guidance to students once they sit at a PC ready to start. They can be used for the IWB for modelled or interactive components of lessons.

Here's a simple example of a writing planner:

Filename: TEMPLATE - Writing Planner.dot

(Note the file extension is .dot)

Name: \_\_\_\_\_  
TITLE: \_\_\_\_\_

WHO  
WHAT  
WHERE  
WHEN

WRITING PLANNER

### HOW DOES IT WORK FOR STUDENTS?

1. The file opens as a standard WORD DOCUMENT without a filename (other than the typical default - Doc1, etc.)
2. Students can click in each box and type - in the font that has already been specified for each box. They can also change the design or fonts as they would in any ordinary Word document.
3. When the student saves, a "Save As" window will open, requiring a filename and save location. The original template will remain as a master - completely unaffected.

### HOW TO CREATE A TEMPLATE...

1. Create your design in a standard Word document. (Or you can modify an existing template. Simply open the template and it will become a standard Word doc.)
2. Use the "Save As" function and select "Word Template". If you are using the latest version of Word, you might consider saving the file in a format compatible with older versions.  
(In Word 2007, "Save As > Other Formats > Word 97-2003 Template".)
3. Save the template to a location where students can access it - but not delete or move it accidentally. (E.g. T:drive.)

***It's that easy! Apply the same principles for templates in other programs!***

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