

Instructions To Save and Use these Form Templates:

To print a copy of these instructions, right click on your mouse and select print.

To save a document as a template:

1. Click on "File" in the Microsoft Word toolbar and select "Save As" in Microsoft Word 97 (for best results).
2. When the Save As dialogue box displays, save in Local Drive (c:).
3. In the "File Name" block, name your file.
4. In the "Save As Type" block, click on the down arrow to the right and select "Document Template."
5. Notice that the "Save in" block now reads "Templates."
6. Click on the "Save" button, and your template will be saved to your c drive to be available whenever you open a new document in Microsoft Word.
7. To retrieve these templates, click on "File" in the Microsoft Word toolbar and select "New." This will bring up a dialogue box displaying your templates. Select the one you want to use.