



## Creating / Using Template Files

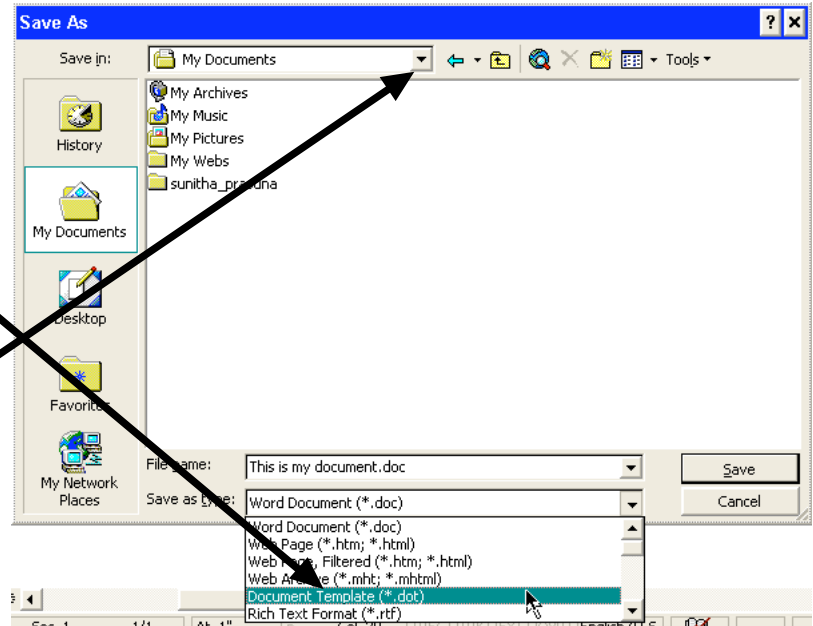
**Template:** A partially created student document, ready for students to insert their own ideas/information into it, and/or use for internet access (hotlist)

### Why use templates?

1. Helps lessons on the computer proceed much faster
2. Allows students and teachers to focus more on the content of the lesson than the technology mechanics
3. Streamlines internet access / minimizes wasted time
4. Allows multiple students to open their own copies of the same file

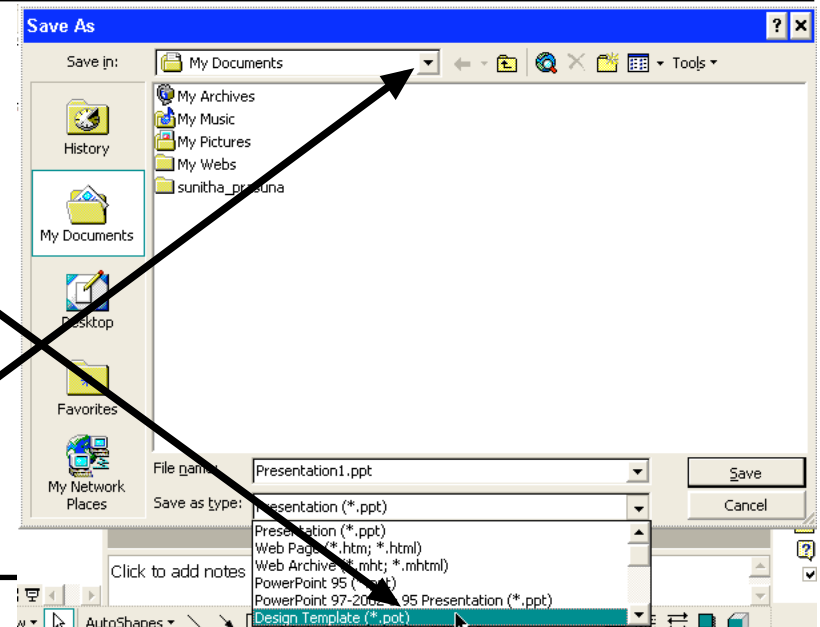
### Creating a template in MS Word:

1. Create the template document in Word, leaving spaces for student responses, paragraphs, clip art, including internet links (if desired),
2. From the FILE menu, choose SAVE AS.
3. At the bottom of the file saving dialog window, beside SAVE AS TYPE select DOCUMENT TEMPLATE
4. At the top of the window, click on the “down arrow” beside SAVE IN and choose the LOCATION (either on your hard drive or on the network) where you want to save the file.
5. Beside FILE NAME, enter an appropriate name for the file.
6. Click SAVE.



### Creating a template in MS PowerPoint:

1. Create the template document in PowerPoint, with as many slides as you want included, including internet links (if desired),
2. From the FILE menu, choose SAVE AS.
3. At the bottom of the file saving dialog window, beside SAVE AS TYPE select DESIGN TEMPLATE
4. At the top of the window, click on the “down arrow” beside SAVE IN and choose the LOCATION where you want to save the file.
5. Beside FILE NAME, enter an appropriate name for the file.
6. Click SAVE.



### Shortcuts / Tricks for making Template Files:

- In Windows: With the file closed, rename the file with the template extension (.dot for Word, .pot for PowerPoint, .cws for ClarisWorks/Appleworks).

### A Reminder about opening files by double clicking them in Windows:

- The 3 character extension at the end of a file's name (.doc, .jpg, etc) indicates software to use.
- Some file types are used by more than one application (Example: KidPix bitmap images (.bmp) are used also by the Windows Paint program and other image software).
- You can assign the application that will open automatically when you double click a file icon with a certain extension, but this is rather complicated. The simplest solution is: if double clicking the file does not open it in the correct application, open the application first, then choose FILE -OPEN.