

Technology *Integration* Academy

Creating / Using Template Files

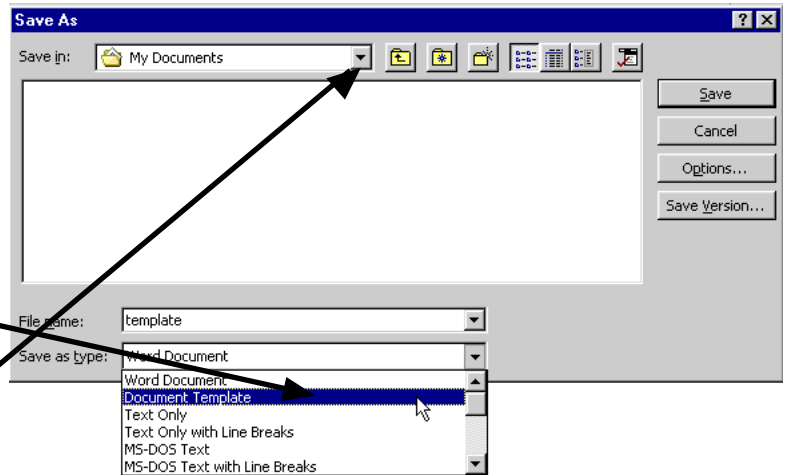
Template: A partially created student document, ready for students to insert their own ideas/information into it, or use for internet access (hotlist)

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

Creating a template in MS Word:

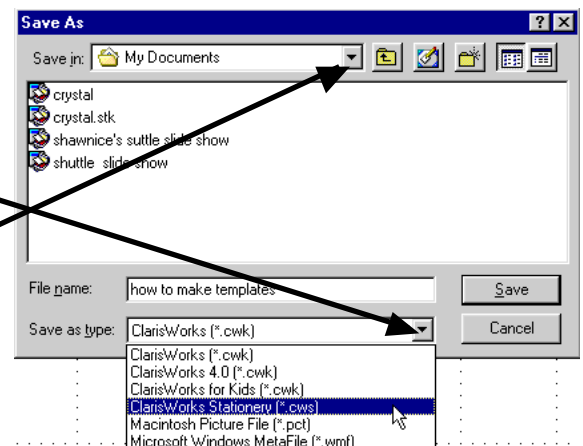
1. Create the template document in Word, leaving spaces for student responses, paragraphs, clip art, including internet links (if desired),
2. From the FILE menu click SAVE AS.
3. At the bottom of the file saving dialog window, beside SAVE AS TYPE select DOCUMENT TEMPLATE
4. At the top of the window, click on the "down arrow" beside SAVE IN and choose the folder (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.



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Creating a template in AppleWorks 5:

1. Create the template document, leaving spaces for student responses, paragraphs, clip art, etc.
2. From the FILE menu, choose SAVE AS.
3. At the bottom of the file saving dialog window, beside SAVE AS TYPE select STATIONARY.
4. At the top of the window, click on the "down arrow" beside SAVE IN and choose the folder (either on your hard drive or on the network) where you want to save the file.
5. Beside FILE NAME, enter an appropriate name.
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).
- On Macintoshes: With the file closed, click once on the file and press Command- I (Apple -I) to get information about it. Check the box "stationary pad" in the lower right corner.

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) 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: open the application first and then choose FILE -OPEN.