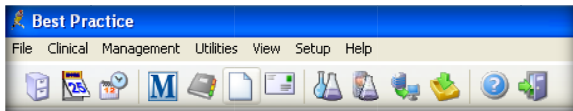


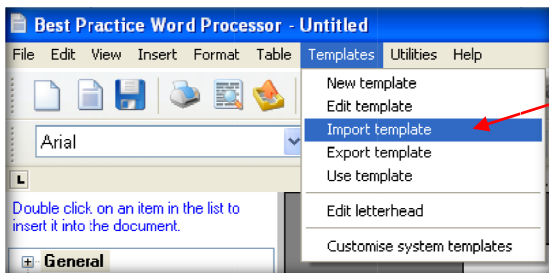
Importing Templates: Best Practice



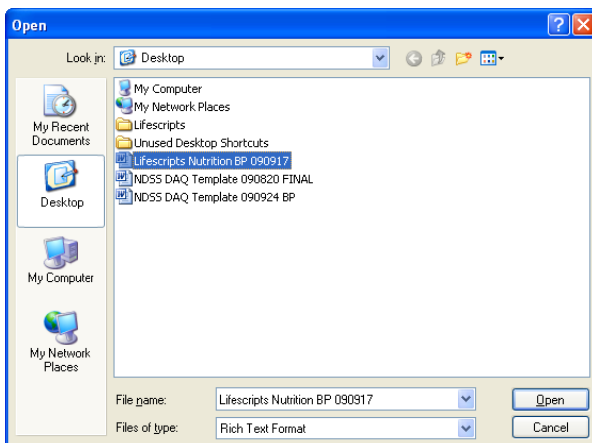
1. When importing a file from a website, **right click** the mouse on the template you want, then left click **Save Target As**. Save the template to a folder or to your desktop.
2. At the main start screen, open the **Word Processor** by clicking the icon that looks like a piece of paper.



3. Once in the Word Processor, from the main menu, select **Templates**, then **Import Templates**.



4. Select folder or desktop where you saved the template and highlight the template. Click **Open** to import your template.



5. Now save your template, select the **Save** icon.



6. Finally, name the template. Make sure you tick the **Available to all users** box to give access to all users.

If you leave it unticked, only you will have access to that template.

Select save and the template is now ready to be used.

