**Creating a Boilerplate Document**

In Word, a template (at its simplest) is a guide for how a document should appear. You can use templates to store boilerplate documents, such as forms or contracts. When you open a new document based on the template, all the boilerplate information is in place and ready to use. To create a boilerplate document, do the following:

1. Create a new document that is based on the template you want used as the basis for your boilerplate template.
2. Press **F12**. Word displays the Save As dialog box.
3. In the Save as Type pull-down list, choose Word Template or, if your template will contain macros, Word Macro-Enabled Template. This ensures your document is saved as a template.
4. Enter a new name for your template and select where it should be saved.
5. Click on Save.
6. Make your changes to the template, making sure to enter any boilerplate text desired.
7. Save your work before closing the template file.

That's it; you've now created your template. When you want to use it, simply create your new document based on this template you just created. Your new document will contain all the boilerplate text you entered in step 6.