

Using Document Templates

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Templates are documents that automatically open as a copy of the original. A teacher can distribute a common starting-point template that students can then customize.

A template has a different icon than a regular document. Here is a template from AppleWorks:



Picture Dictionary
Template.cws

When you open a template a copy of the document is made:

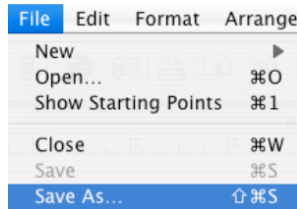


Picture Dictionary
Template copy.cws

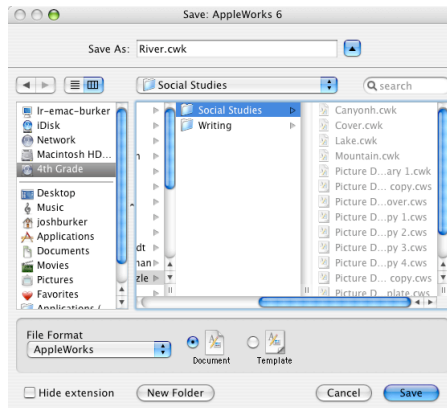
The document will open as an **Untitled** document:



Go to the **File** menu and select **Save As...**



Make sure you are saving to the proper place on the server:



Give your document a name that makes sense:



River.cwk

When your document has been saved, you can then throw away the copy of the template that is in your folder:



Picture Dictionary
Template copy.cws

Because a copy of the template is made every time you open it, your folder will soon have many copies of the template inside it. Throwing out the extra copies keeps your folder orderly.