

## What is a Word Document Form Template?

A template is a style guide for documents. It can contain formatting, styles, text, or many other features. Templates can be used in re-usable formats for captions, pleadings, letters, memos, invoices, etc.

If you frequently create documents that contain specialized formatting, significant portions of similar text, and also text specific to certain information, you can save yourself a considerable amount of time and frustration if you create templates to use as the basis for future documents. Document form templates allow you to use the same form over and over again, keeping the original formatting, similar text, etc., intact, while allowing you to customize the form to your specific needs.

Document form templates contain prompt codes that give you specific instructions on what text to enter in specific areas of the document. The prompt codes mark locations in the document where you insert information for the current task. In Word, the prompt codes appear as text in parenthesis. To enter the specific text, you just follow the instructions in the parenthesis area, enter the required text and then press **F11** to move to the next keyboard text entry areas throughout the document.

When all text entries are made, you click on **Save As** and save the document with a new name.

The template creates a copy of itself when you open it. After all of the specific text is entered in the document, you save the document to a new specific name different from the template on which it was based, leaving the template in its original form for future use.