

# CREATING TEMPLATES

It is possible to set up templates or Stationery Pad files in any Macintosh program. Templates provide students a pre-formatted page with heading, margins, columns, etc. as needed for a particular type of assignment (for example, an electronic worksheet environment for students). The teacher creates the file and saves it into a template. When a student opens the template it ceates a copy (thus protecting the original). This is very useful when several students are using the same template.

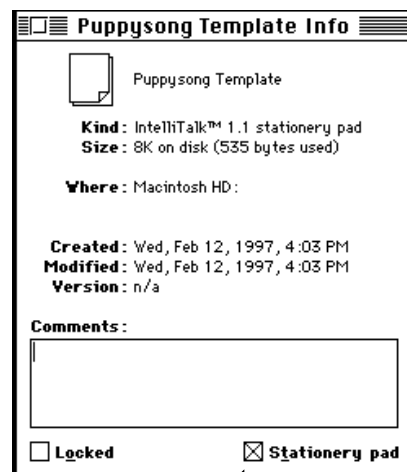
## Follow these steps:

1. Create the template/file that you wish to use. (Remember to delete any text if you are just setting font size defaults.)
2. Save it. (Some programs provide the option of saving as stationary at this time. If this is the case then skip steps 4 through 7.)
3. Quit the program.
4. Locate your file in Finder
5. Highlight this file. (Single click of the mouse. A double click will open the file.)
6. Go to **Get Info** under File menu.
7. Click on **Stationery Pad** in the lower right corner of the Get Info window.
8. You now have created stationery!
9. The next time you open this file it will open with a copy and will be "Untitled". Each student can now save the document with their own title.

## Get Info



## File Menu



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