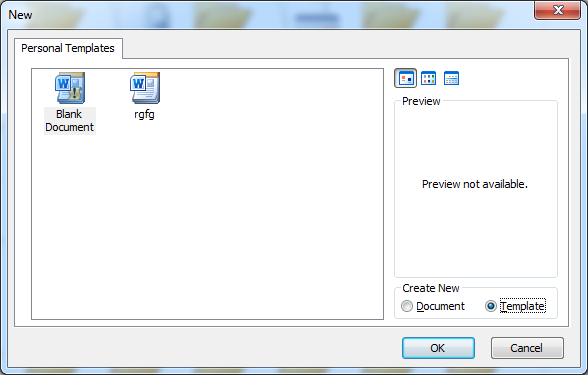
**Word Templates**

In Word click on New – My Templates



Select Template and design your template.

Click Save to save to My Templates.

You could also save this file to your own folder (eg Word Processing folder)