**Creating Letter Templates in EZ-Word**
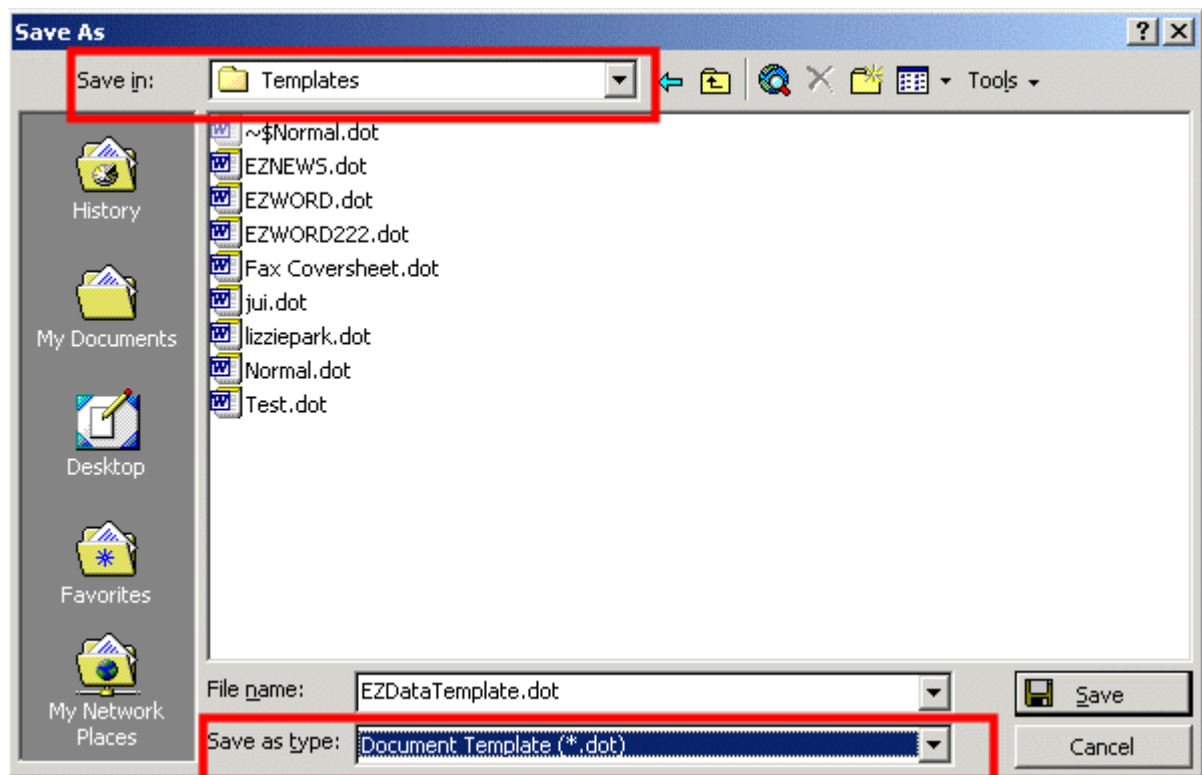
Document templates speed the letter writing process by allowing you to "program" certain information to appear automatically each time you write a letter (e.g., your company logo, the current date, the letter salutation and closing, etc.). All you have to do is type the body of the letter and you're finished! In the last issue of EZ-News, we created letter templates using EZ-Editor. In this issue, we are going to create them using EZ-Word.

We'll walk you through adding a customized EZ-Word template to your system.

1. **Open up EZ-Word from within CDS.**
2. **Create the EZ-Word document you want to save as a template.**
3. **When you are done creating the template, select Save As from the File menu.**
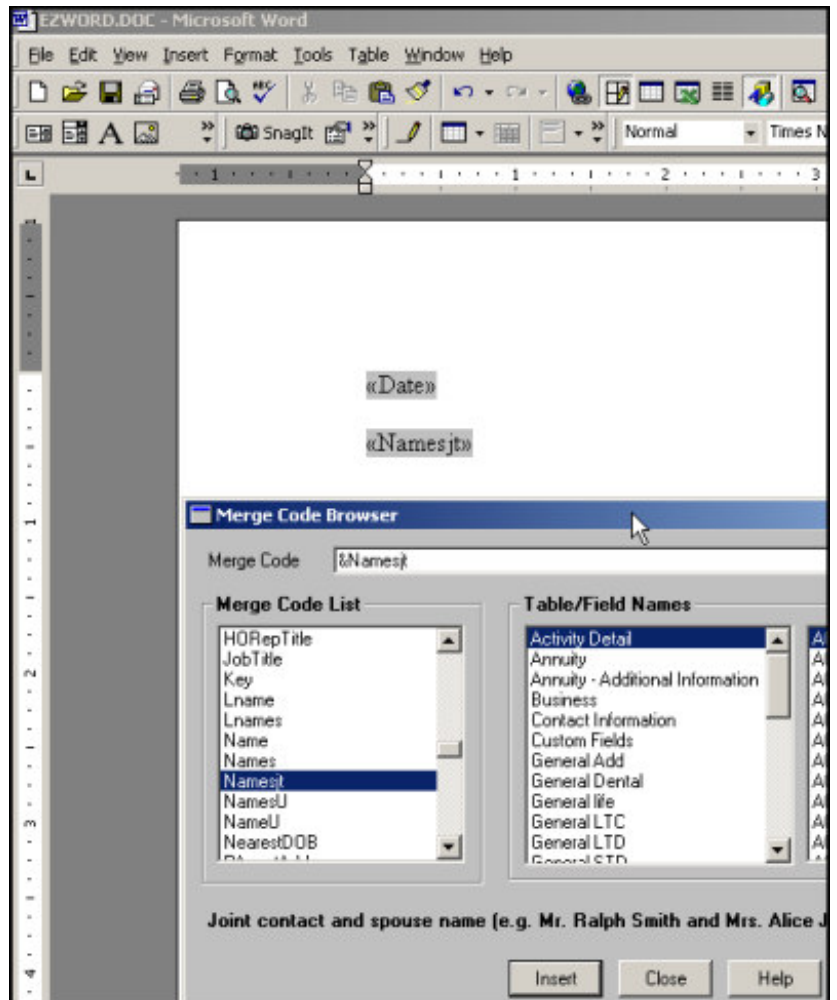
4. Enter a unique File name and click on the Save As Type drop-down arrow to select the Document Template (.dot) option. Click on the Save button and close MS-Word.

5. Now let's use the template. Go to a Contact record and click on the Letters icon.

6. Click the Options button from the Letters window.

7. **Make sure that MS-Word is selected and click Update. After you click on Update, another window will pop up, click Yes to proceed with the template update**.
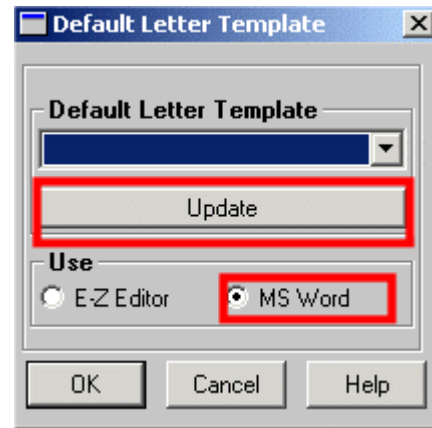
8. **Select the new template from the Default Letter Template drop-down list and click OK to save the changes.**
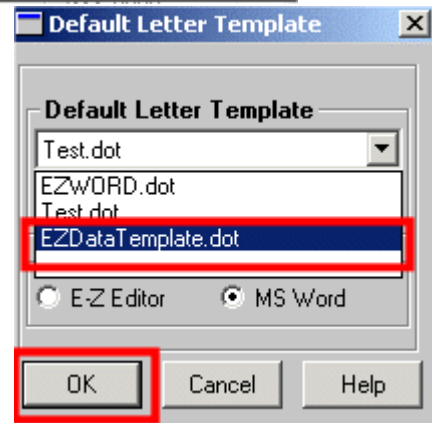
9. **Now when you select the Typewrite option (or when you create a new form letter from the Desktop), your default template text will appear on the screen.**