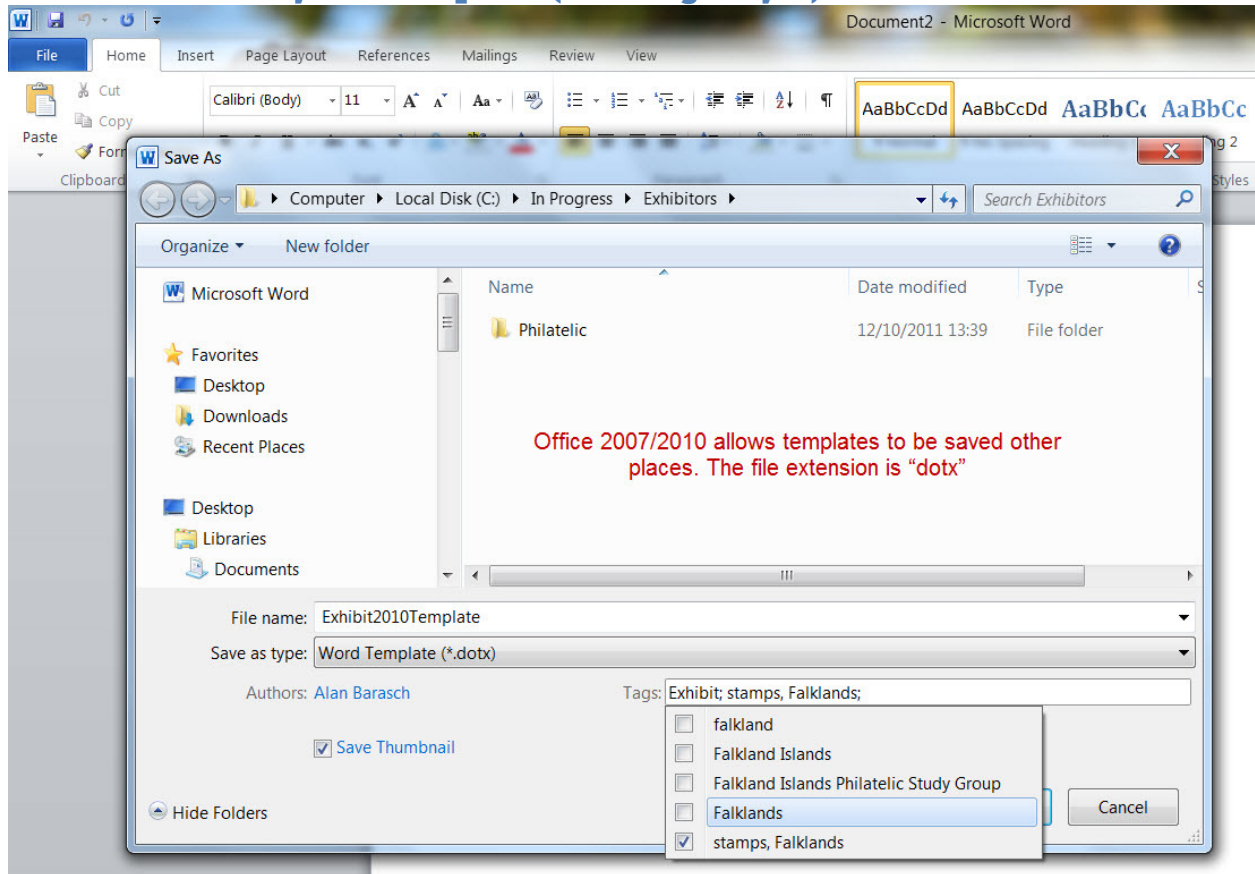




## Create and Save your Template (heading2 style)



**Figure 2: Save Template**

I had trouble with this part. Word did not save where I expected and I had to look for the Template when I started this document.

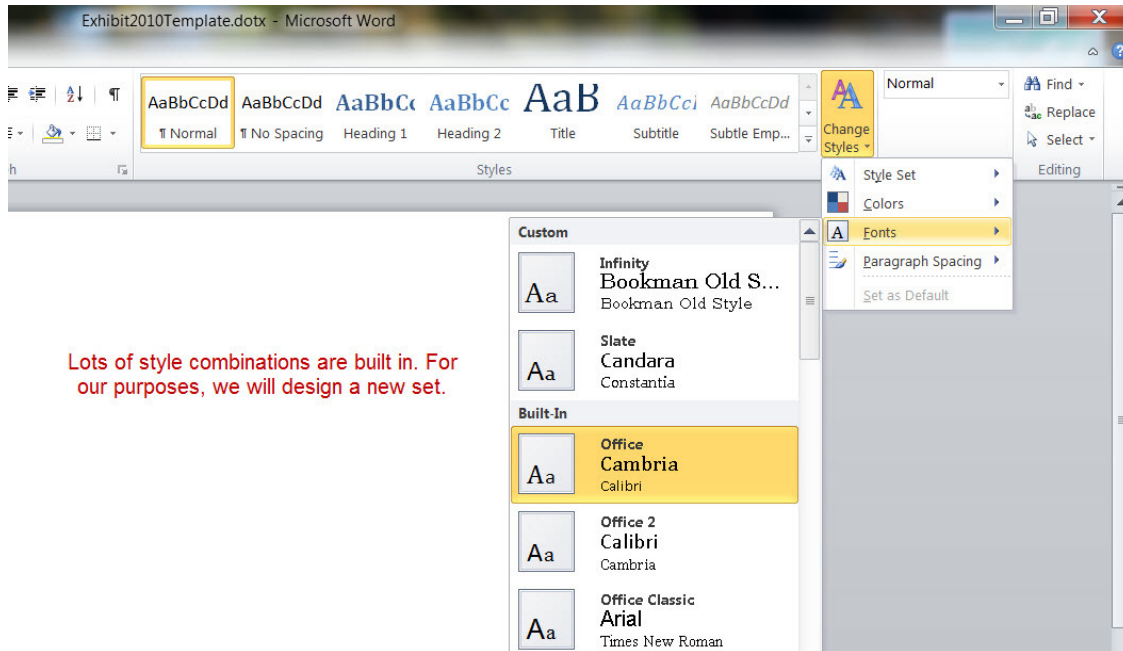
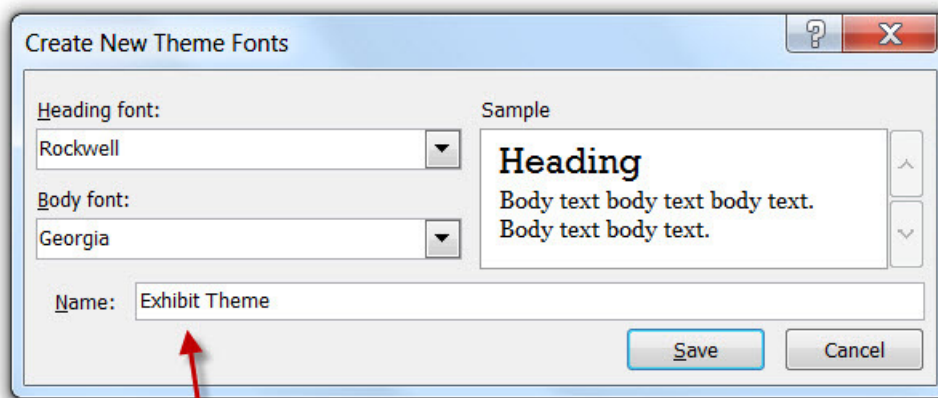


Figure 3: Design a New Font Theme



I have created my own Theme

Figure 4: Configure & Save New Theme

### Use Your Theme

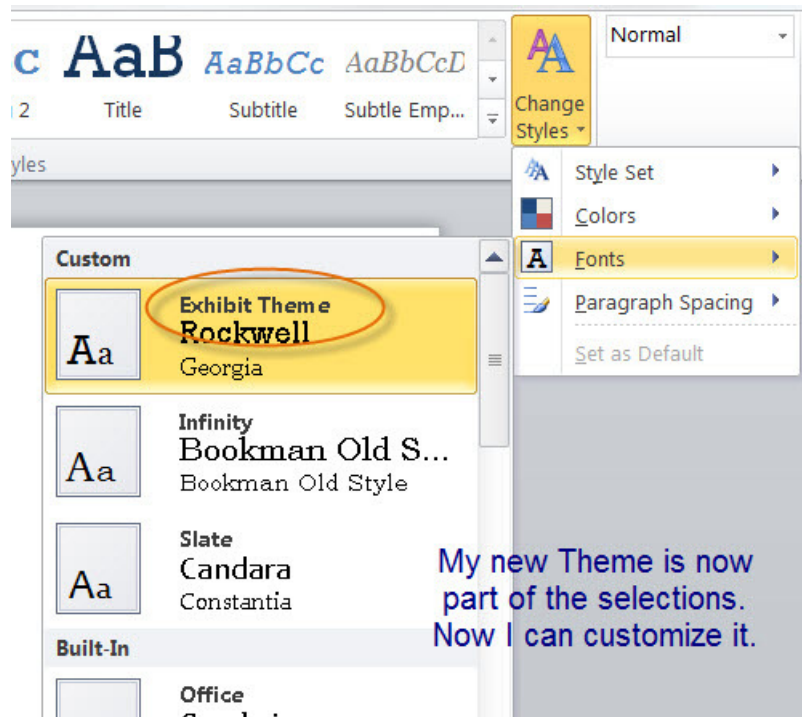
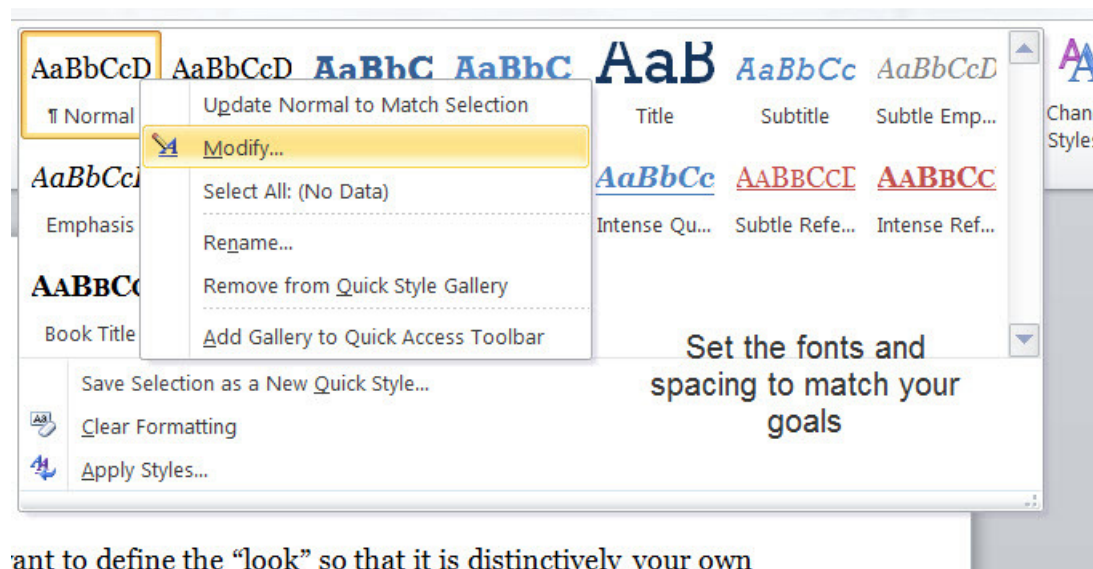


Figure 5: My Theme



Want to define the “look” so that it is distinctively your own

Figure 6: Change the "look" of my Style

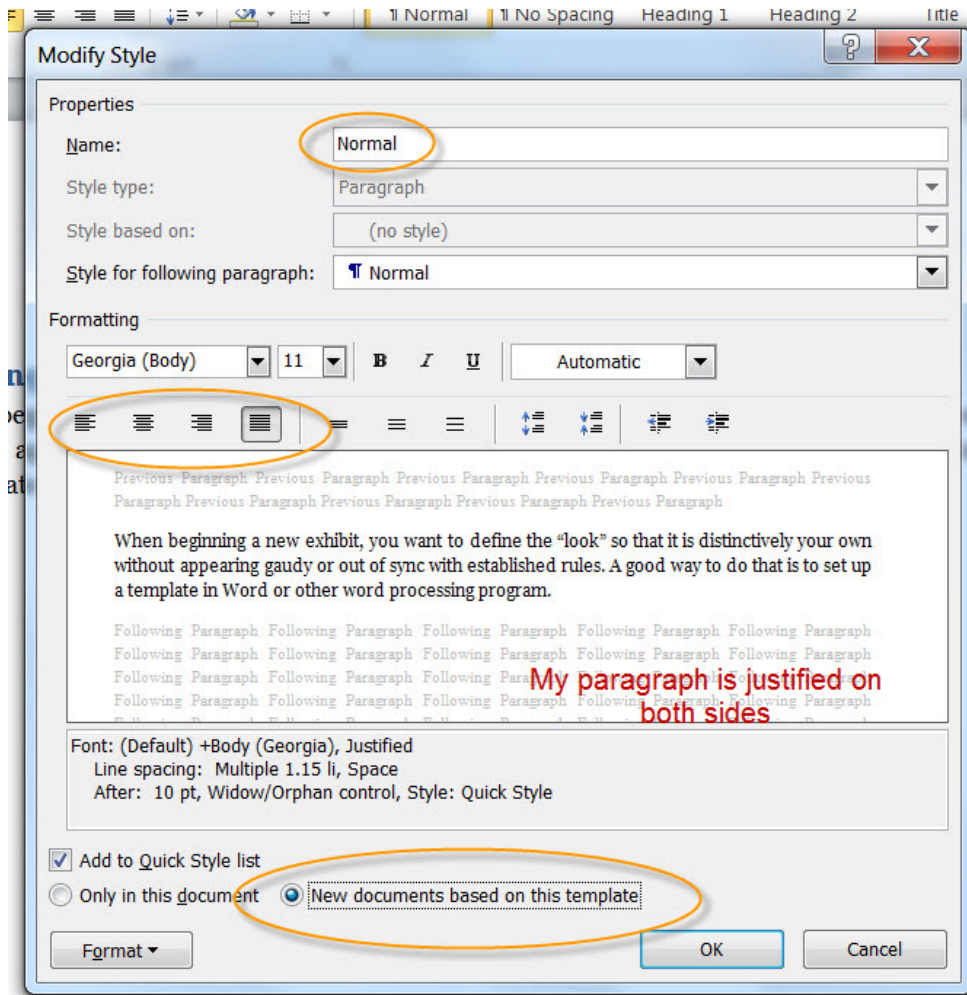


Figure 7: Further change the look of my Style

The newsletters I write are based on long established templates.

RATE 4d Foreign rate plus  
 STAMPS 1 copy 4d Olive-black  
 Red.  
 POSTMARKS 2 strikes Falkland I  
 First type Crown RE  
 TRANSIT MARKS Zurich receiving ma  
 CARRIED BY *S.S. Sakkarah*, depa

An example from my exhibit. I use an italic Georgia for ship names. It is part of the template and may be called quickly

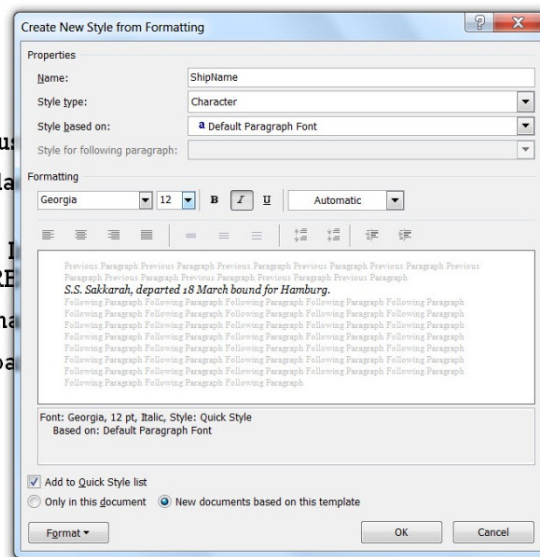


Figure 8: Set words as a typeface style

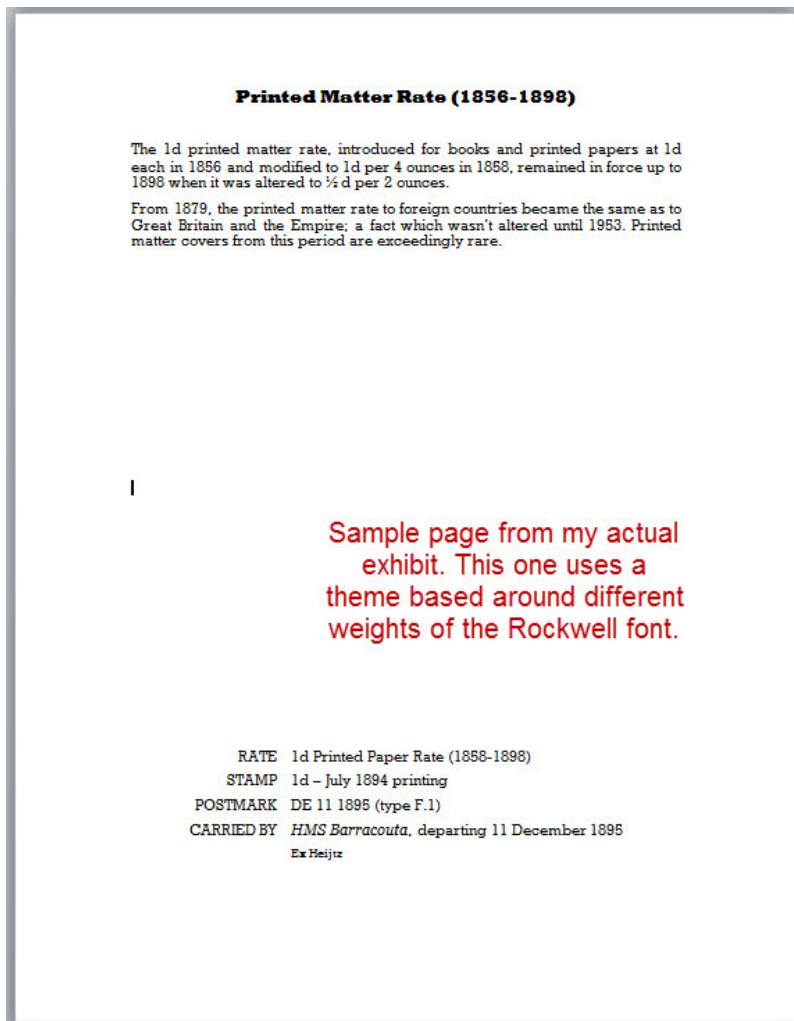


Figure 9: Sample Exhibit page

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