

Figure 1: Create a document as a Template

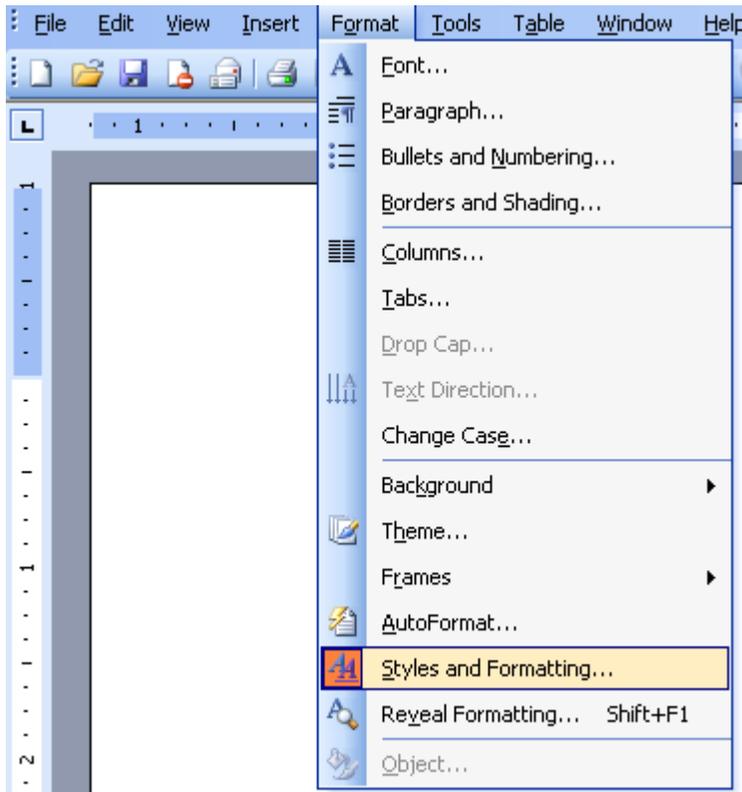


Figure 2: Go to the Styles menu

Word has certain places it expects to find your templates. Allow it to use them unless you are power user.

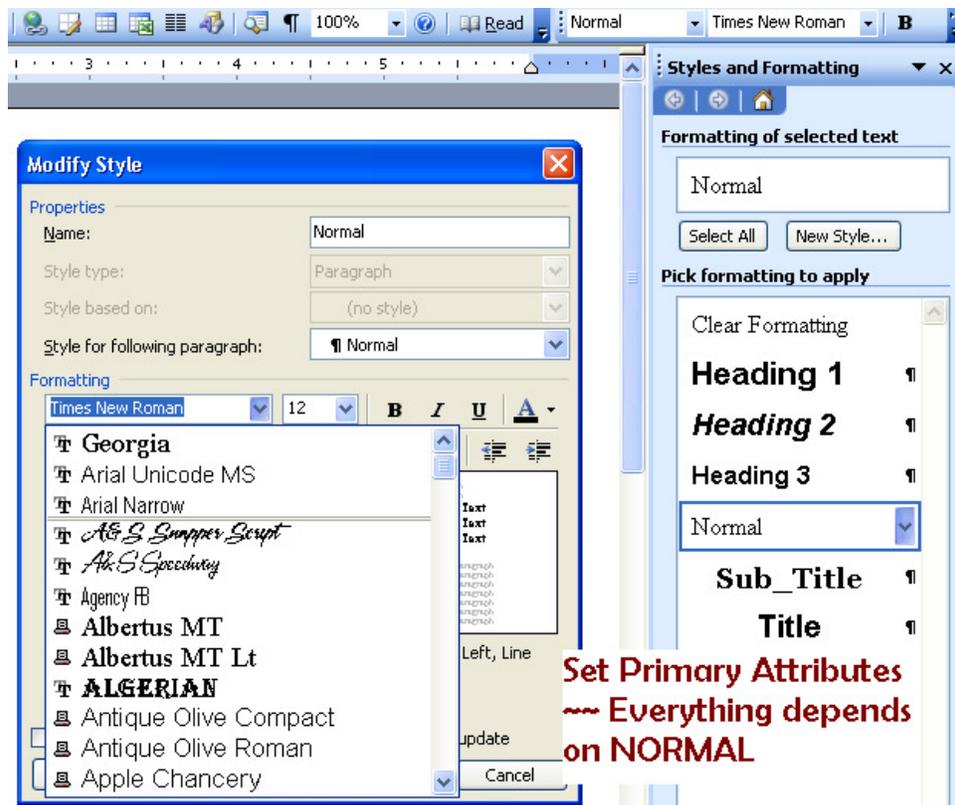
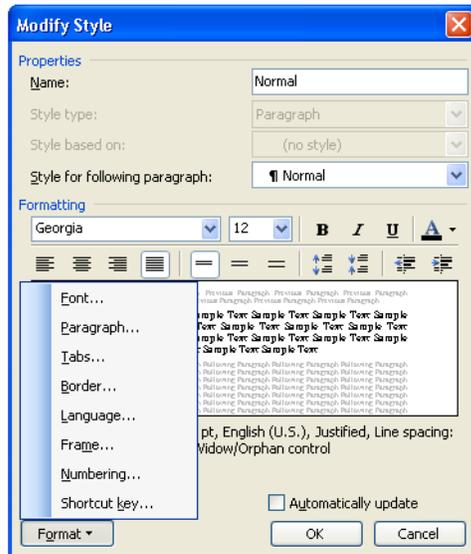


Figure 3: Set initial style attribute

Choose your fonts / typefaces carefully to achieve a pleasing look for your exhibit pages. It is a good idea to make some samples to find the best combinations.

If you use a purchased or special font, be sure to install it on all your computers so it will be available when you add pages; it does not 'ride' in the document.



Set attributes in Style -- Create a new style for addtl things

Figure 4: Many things may be set as a Style

Set styles for your page headings, footers, tables, and paragraphs. You may want to set a particular style for displaying a carriers name or boxes around important items.

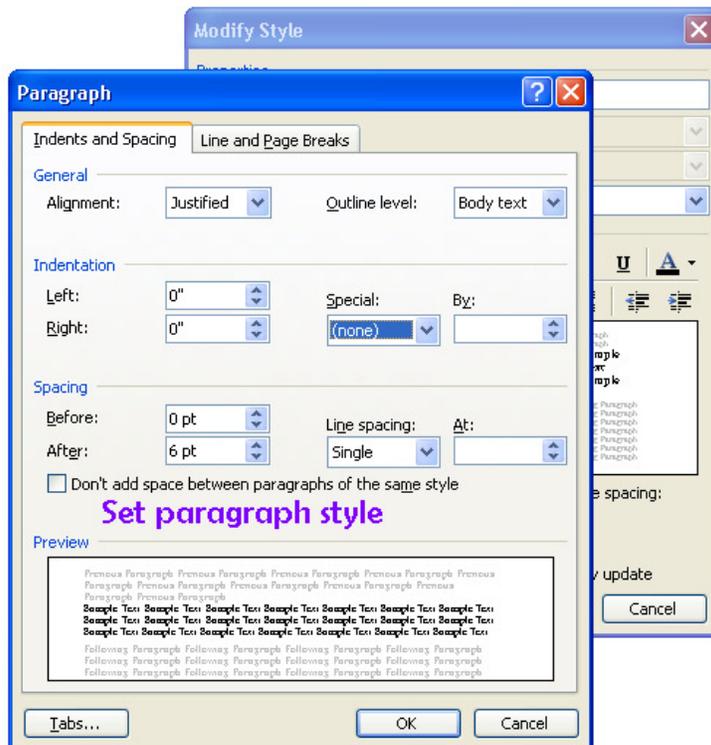


Figure 5: Style your Paragraph as well as Typefaces

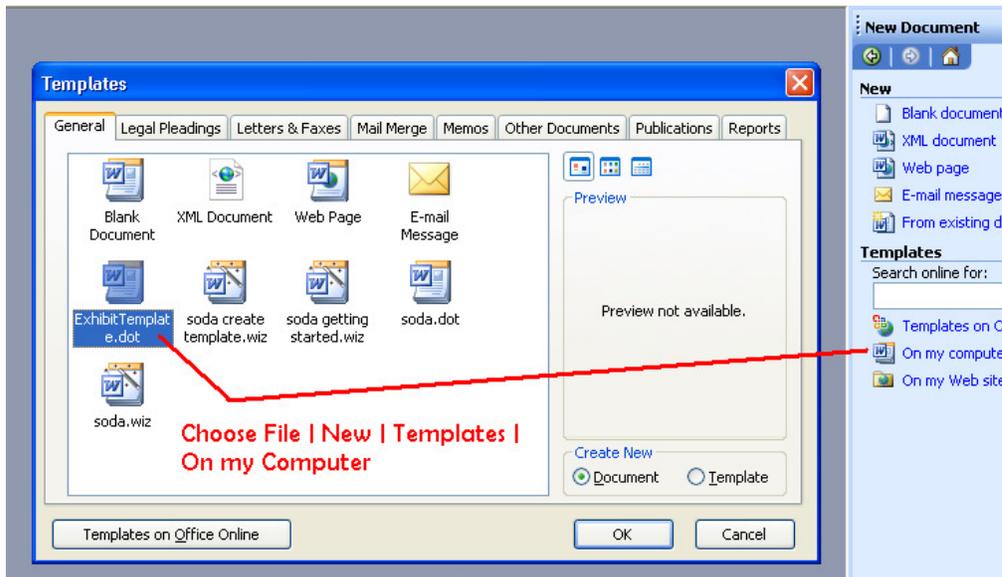


Figure 6: Begin to use the new template you made

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Using styles effectively allows Word to build a Table of Contents automatically for you. ToC can include Heading levels, figures, tables or almost anything.