



Create a Template

Technology for Classroom Teachers
Marilyn Western

PC directions:

Create a document or slide/show and save to **My Documents**.

Close the document.

Locate the file, using **My Computer, C drive, My Documents**. Do NOT open it.

RIGHT click on the file and select **Properties**.

Check the **Read Only** box and click **OK**.

*To make changes in your template, go through the above process, but uncheck the **Read Only** box.*

MAC directions:

Create a document or slide/show and save to your hard drive.

Close the document.

Locate the file and highlight it.

From the **File** menu, choose Get **Info** (or key **Apple-i**).

In the bottom left corner of the info dialog box is a check box which allows you to **lock** the file.

*To make changes in your template, go through the above process, but uncheck the **Lock** box.*

Students may now open and read your template, but to work with it, they will have to save the document under a new name.

Teach your students to

1. open the file,
2. save it with a new name (I taught kids to just add their name to the template name – e.g. *dinoMarilyn*),
3. do the activity,
4. save again.