

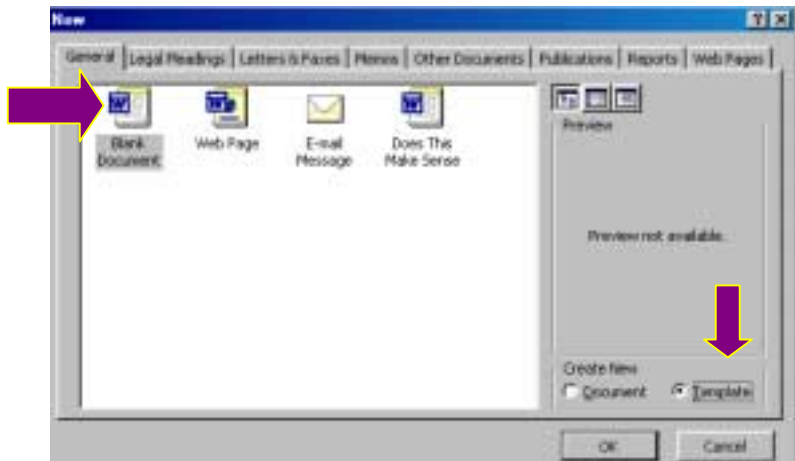
How to create a template

Write the information that you want the children to use in an ordinary 'Word' page. When this is completed black out the writing and go to **Edit - Copy**

Go to **File – New** and the following box will appear

Click on **Template – Blank Document – OK**

Paste your work into this document



Choose **File – Save As**

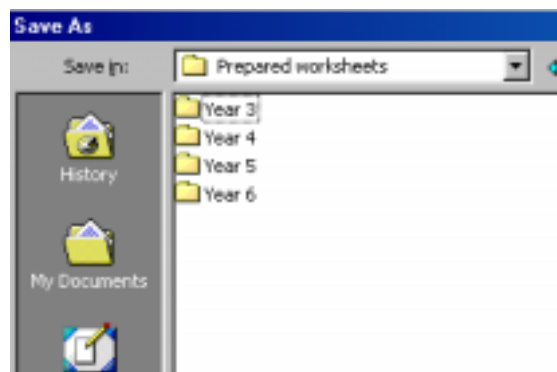
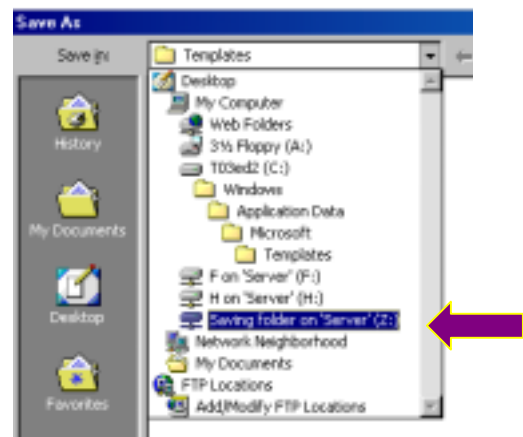
And go down to choose the **saving folder**

Double click on - **Prepared Worksheets**

And choose your Year group

Give the file an appropriate title and click **Save**

Close Word

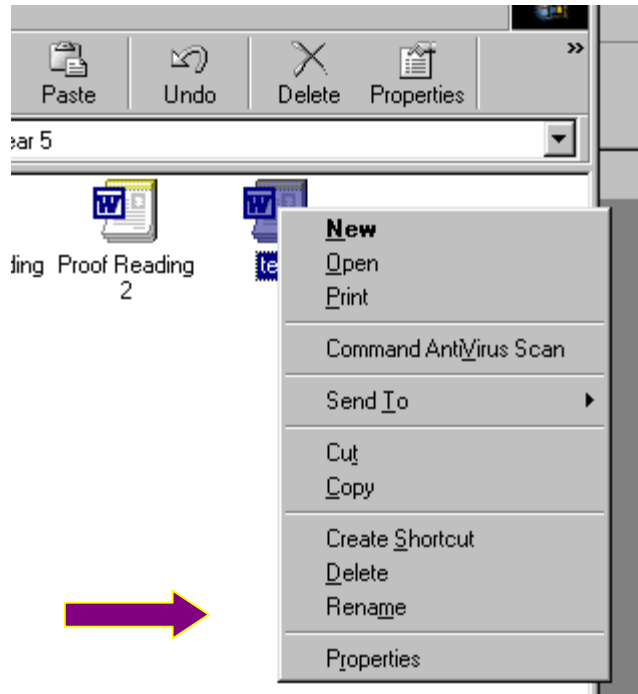


Go into My Computer and find the file that you have saved

Click on the file ONCE with the mouse. This will make the file go blue.

Put the mouse pointer over the file and **right click** with the mouse.

The following box will appear



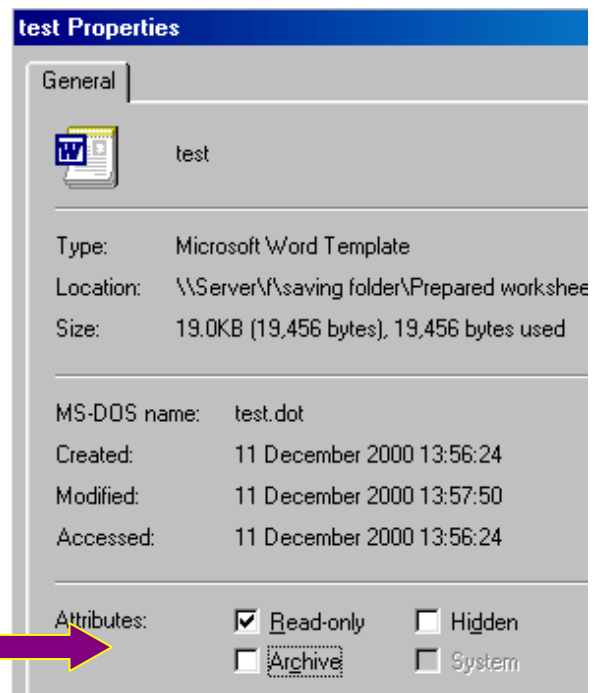
Choose **Properties**

Change it to a **Read only** file rather than a **Archive**

The End

Now all of your class can go to file and work on it, and then save it in their own folder.

This allows all the children at once to work on a file.



For an example of how this can be

used go to the year 5 folder and look at Proof Reading 1. As the title suggests this activity was used to help the children proof read accurately.