

Techniques for Using the Module Template in Course Development

Create a Module Template from the Module Template Document

1. Open the module template.docx file
2. Click the Office Button and select the Save As command from the menu. This displays the Save As dialog box.
3. Click the Trusted Templates link in the left pane. This opens the default Templates folder for saving the template.
4. Next, you select the Word Template option from the Save as type drop-down list. You can use the File name text box to change the default name, if required. Finally, you click the Save button.

Create a New Module Outline from the Module Template

1. Click the Office Button and select the New command from the menu

This displays the New Document dialog box.
2. Select the My templates... option from the Templates section.

This displays the New dialog box.

This dialog box lists the templates that you have created and saved on your computer.
3. Select the module template from the My Templates tab and click the OK button.

This opens a new document with the settings saved in the module template.
4. Enter text into the blank spaces in the module template to create a new module outline

Using the Paste Special – Unformatted Text Function in MS Word to Format Text from a Source Document and Copy it into the Module Template

1. Open the source document (Usually an MS Word file)
2. Open the Module Template (from My Templates folder)
3. Select the text you want to copy in the source document and copy it
4. Use ALT+Tab Keys to toggle to the Module template destination document
5. Place the cursor where you want to paste the copied text
6. Select Paste, Paste Special, Unformatted Text, Click OK

The copied text has been inserted as unformatted text into the module template document

7. Save the module template file with a new name, in document format