

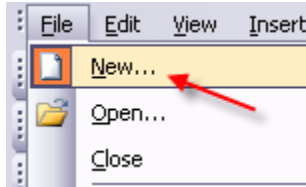
# EASTERN MICHIGAN UNIVERSITY

## How to use the Business and Finance Templates

1. Open Microsoft Word

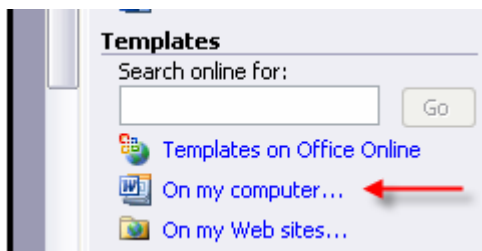
*Notation:* Clicking the white rectangle from the Tool bar for a New Blank Document will not provide the necessary Business and Finance templates.

2. From the Menu bar, Click File, Click New

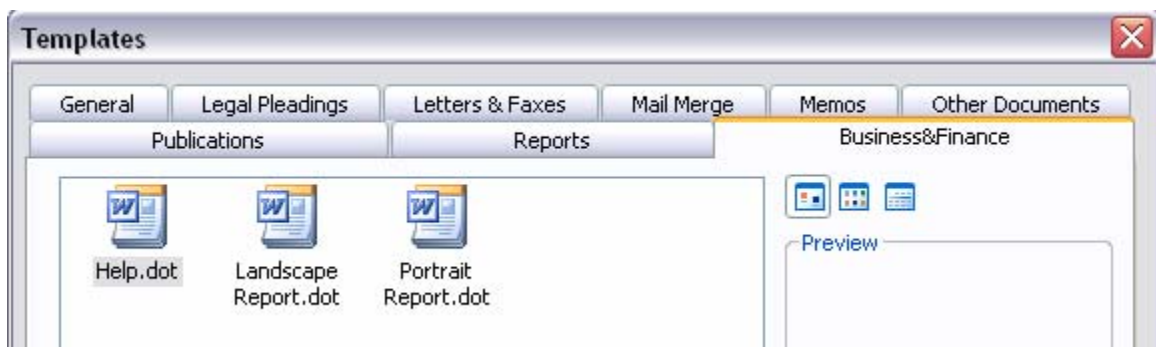


3. In the Task Pane on the right, Click “On my computer...”

*Notation:* Word 2002 users will see “General” rather than “On my computer...”



4. The following dialog will appear, click on the Business&Finance tab.



- a. The Help.dot outlines the template headers and footers and provides a tip for saving a personalized template.
- b. The Landscape and Portrait templates provide standard division headers and footers for each respective page orientation.