

Creating Templates for Use in Curriculum Integration

FAQ:

What is a template? A template is a file that has been created for use multiple times by multiple users.

Why create a template?

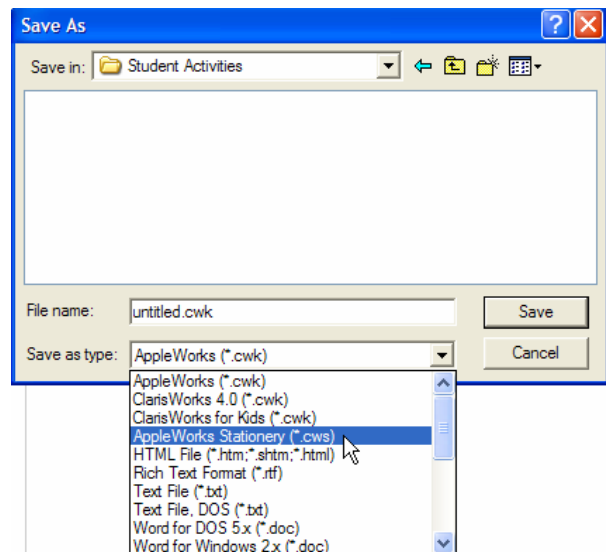
- ❖ Templates allow multiple users to access a single file at the same time.
- ❖ Templates save time for students in the lab and classroom.
- ❖ Templates allow the teacher to make activities that are specific to the curriculum being covered in the classroom.
- ❖ Templates are not easily written over by students.

Are templates only used when someone else is going to use my file? No, templates are often created for teacher forms, letters, etc. The template allows you to make changes to a form or letter while keeping the original the same.

How To Create A Template

Using Apple Works:

1. Open Apple Works and create the activity.
2. Save the file in your H:Drive. (*Make sure you give it a file name that will identify it later.*)
3. Now save the file a 2nd time in a different location. To do this:
 - Go to FILE and drag to SAVE AS.
 - Navigate to the place your students will go to get the file. (*At G.K. Foster & South Ward they go to SCOMMON*)
 - At the bottom of the SAVE AS dialog window you will need to save the file as a different FILE TYPE.
 - Go to "Save as type:" and drag down to Apple Works Stationary (*.cws)
 - Make sure the file has the File name you want it to have.
 - Click the SAVE button or press ENTER.

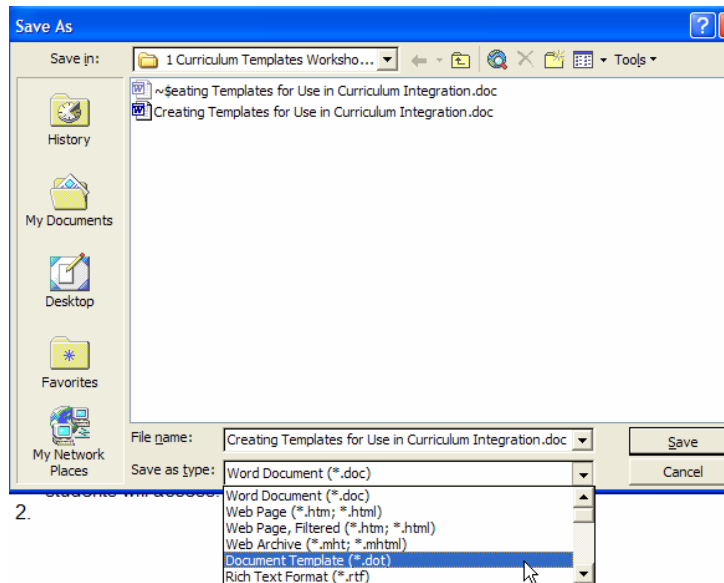


Using Microsoft Word:

1. Open MS Word and create the file. (*Whenever possible, use MS Office to create teacher forms, letters, reports, etc. because you may have a need to share the file with an administrator. They do not have Apple Works. Most of the time you will NOT use MS Word with students.*)
2. Save the file in your H:Drive. (*Make sure you give it a file name that will identify it later.*)

3. Now save the file a 2nd time in a different location. To do this:

- Go to FILE and drag to SAVE AS.
- Navigate to the place someone would go to get the file. (*Teachers & Administrators could go to LISDComm to a specific folder.*)
- At the bottom of the SAVE AS dialog window you will need to save the file as a different FILE TYPE.
- Go to "Save as type:" and drag down to Document Template(*.dot)
- Make sure the file has the File name you want it to have.
- Click the SAVE button or press ENTER



Using Kid Pix Deluxe 3, Kidspiration, or Inspiration:

1. Open Kid Pix Deluxe 3, Kidspiration, or Inspiration and create the activity.
2. Save the file in your H:Drive. (*Make sure you give it a file name that will identify it later.*)
3. Now save the file a 2nd time in a different location. To do this:
 - Go to FILE and drag to SAVE AS.
 - Navigate to the place your students will go to get the file. (*At G.K. Foster & South Ward they go to SCOMMON*)
 - Make sure the file has the desired file name.
 - Now, close the file and from the desktop go to the place the file was saved. (*At G.K. Foster & South Ward this would be SCOMMON*)
 - Right-click on the file name or icon and drag down to PROPERTIES.
 - Put a check in the box in front of READ ONLY.
 - It is now a template!

