

# Tech Tip:

## using stationery

Stationery allows you to create a template which can be used over and over, without the original being changed or altered.

To create a stationary document

1. create a document (word processing, drawing etc)
2. under File select "Save" or "Save As"
3. name your document as usual
4. next to the file name select "Stationery"
5. Choose where you'd like to save the document (default is Appleworks Stationery Folder)
6. Viola your stationery is created
7. stationery looks different than normal documents- notice the double page look and the dog ear in the lower corner



stationary



regular document

Ideas for uses:

Any file that will be used by students

- Story starters
- electronic "worksheets"
- presentation templates
- blank word processing document- with font/size preset!

Any file you or your students use repeatedly

- letterhead templates
- newsletter/newspaper templates
- homework templates