

# Format a document using a template

---

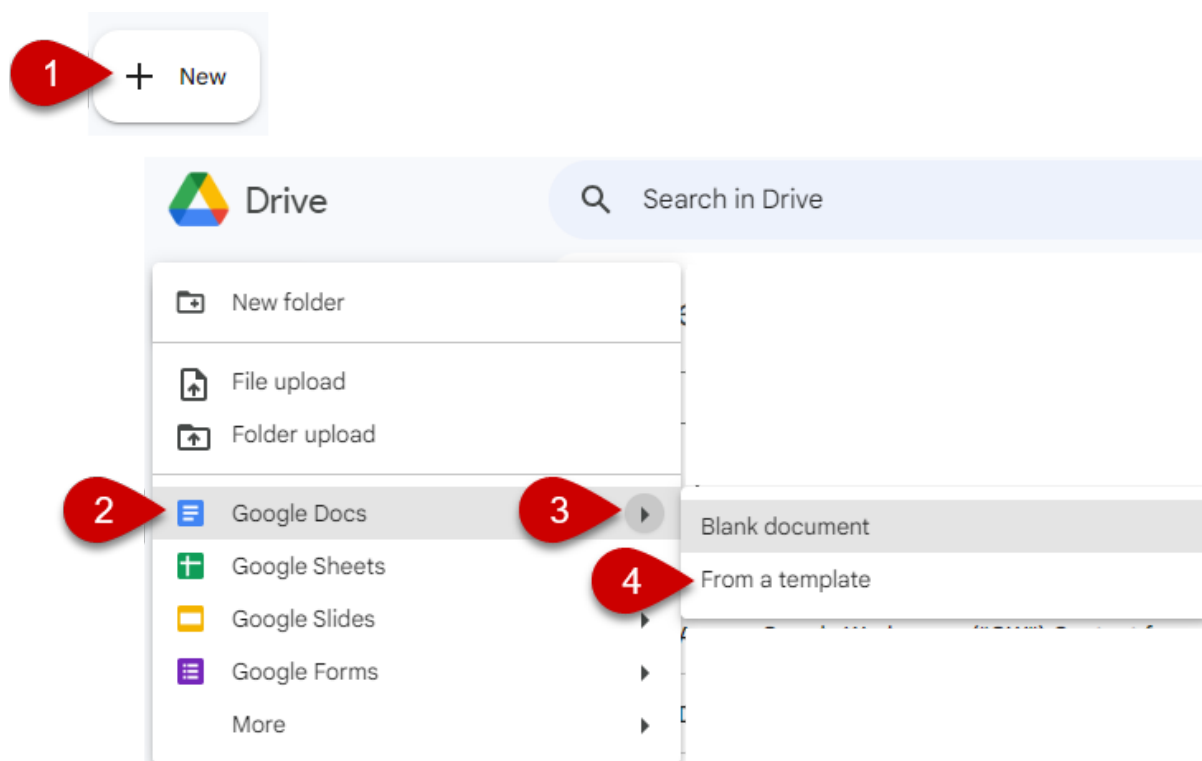
## Intro

Starting a new document by selecting a template allows you to either achieve a consistent format across all your documents or choose a pre-built document instead of creating one from scratch.

The template gallery contains Berks FHS specific templates as well as generic ones created by Google.

If you have a form, report or other document that needs to be completed by others on a regular basis you can submit it to the gallery so that they can source it

## Using a template to start a new document



When you start a new document, you can use the selector shown at (3) to choose between starting with a blank document or a template, If you choose 'From a template' you will be shown a gallery of templates specific to that document type - Doc, Sheet, Slide or Form. The principles are the same whichever type you choose.

# Format a document using a template

## The Template Gallery

The template gallery will open the Society templates section by default. There are templates for various specific purposes such as branch reports and two generic ones (3 & 4) that will apply a style to your document.

Template gallery

1 Berkshire Family History Society General 2

Basics [Submit template](#)

006 Abingdon (Vale of White Horse) Branch

004 Bracknell (Vale of White Horse) Branch

SOCIETY LETTER OF THANKS NOMINATION

005 Computer Branch

Abingdon (Vale of White Horse)...

Bracknell Branch Report

Branch Letter of Thanks...

Computer Branch Report

006 Newbury Branch

007 Reading Branch

3 Document Template -...

4 Historian Template

Newbury Branch Report

Reading Branch Report

SOCIETY LETTER OF THANKS NOMINATION

008 Windsor (Vale of White Horse) Branch

Society Letter of Thanks...

Windsor, Slough & Maidenhead...

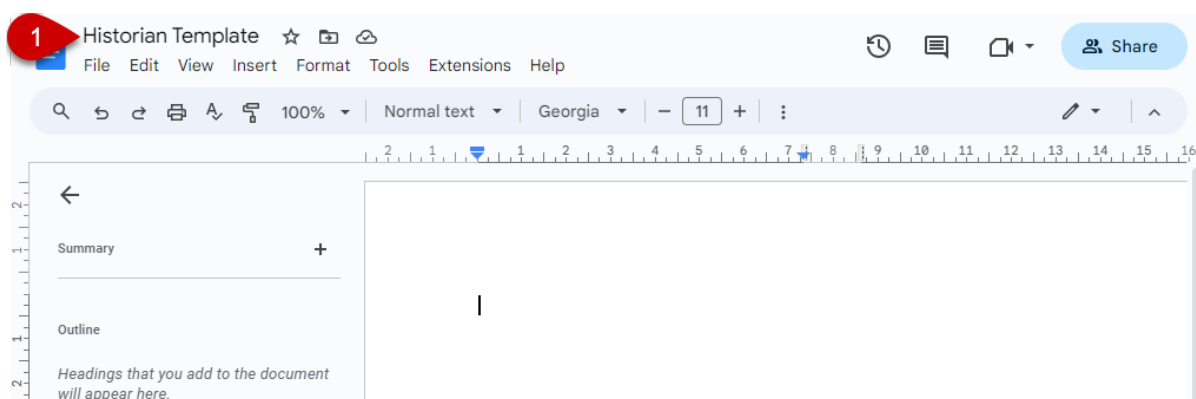
The Document Template provides a blank page that is formatted with heading Styles in Raleway font, body text in Roboto font, and auto page numbering in the footer. The

# Format a document using a template

Historian Template is formatted with Verdana headings, Georgia body font and the two-column layout that is favoured for Historian articles

## Select and Rename

When you select a template it will open a copy in your current location and **the first thing you should do is click on the title and rename it, otherwise you will end up with multiple documents all with the same title**

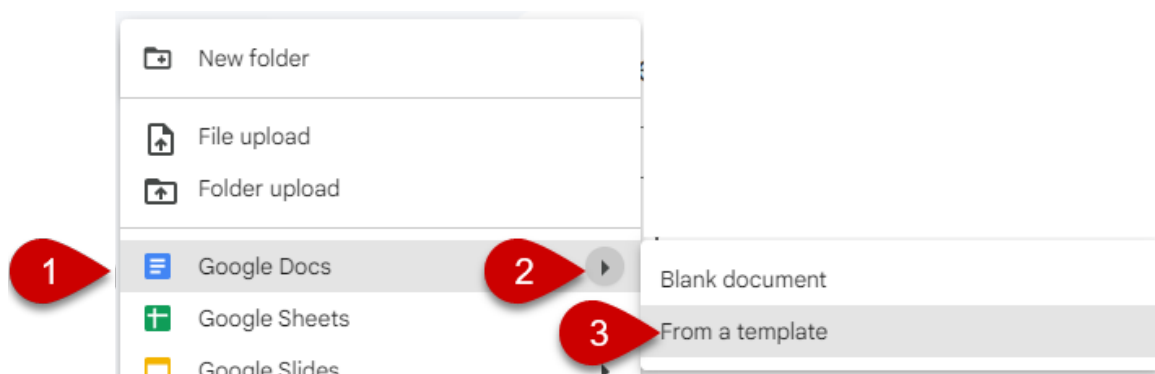


Once you've done that you can proceed as normal, If your forget, you can do it later - any edits that you have made will not affect the original template of the same name.

## Submitting a new template

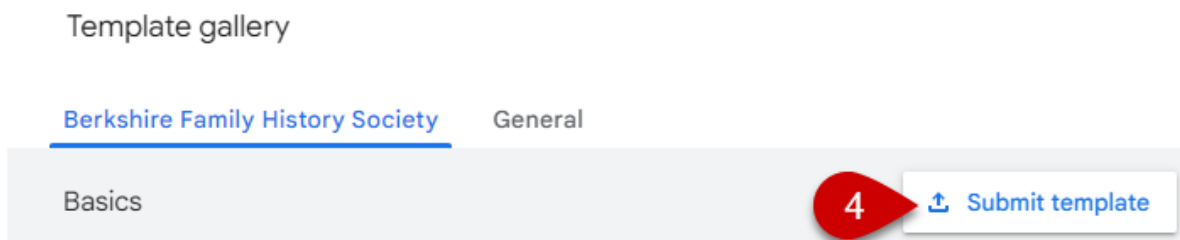
If you have a document you want to use, you can submit it to the template gallery.. When you have completed the document you submit it like this:

Start as if you are going to create another new Doc, Sheet, or Slides:

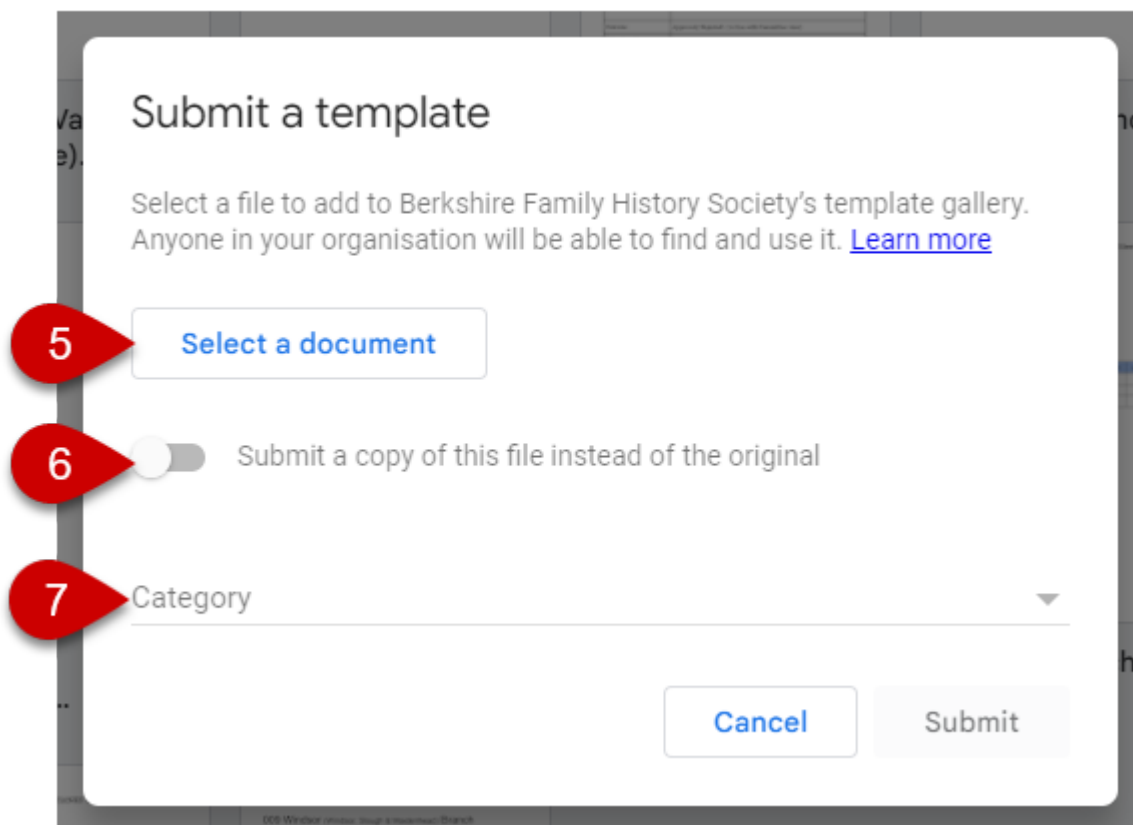


# Format a document using a template

When the template gallery opens click this button:



Then navigate to the document and select it:



You can opt to move your original into the gallery or just submit a copy, and you will need to add it to one of the predefined categories