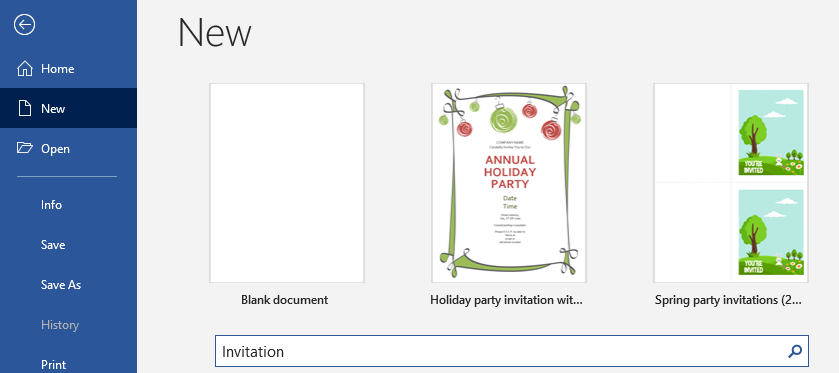
**How to find and use a template in MS Word**

**Step 1:**

Choose File, New.

**Step 2:**

Choose an available template or search for an Invitation template.



**Step 3:**

Save the file to a new name and .docx.

**Step 4:**

Insert text, delete text and format as preferred in the template and save.