
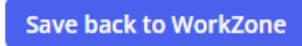
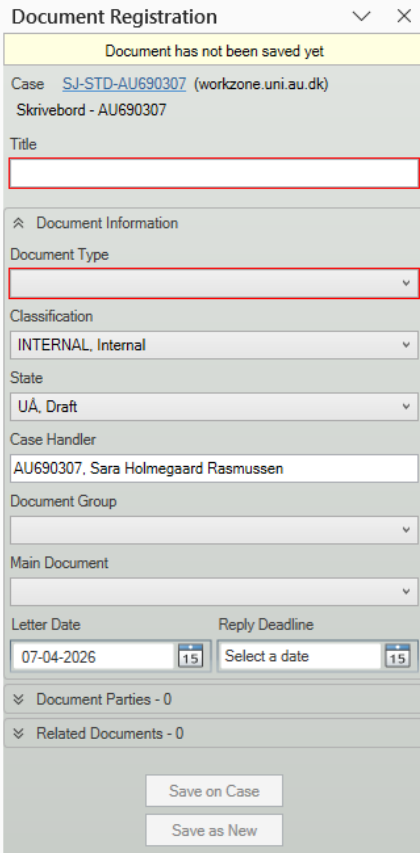


Create a templafy document from Workzone

<p>This guide describes how to create a document from Workzone and select a Templafy template.</p>		
Instruction	Explanation	Navigation
<p>Select Document on the case</p>	<p>Open the case in Workzone. Click Document. Select Create from Templafy.</p>	
<p>Choose a template</p>	<p>A pop-up window will display various template options.</p> <p>Choose the template you need.</p> <p>Fill in the colophon if applicable.</p> <p>Then click Save back to Workzone.</p>	
<p>Create document</p>	<p>The document template is saved automatically to the case, and Word opens automatically.</p>	

<p>Fill in the document registration information</p>	<p>Fill in at least Title, Document Type, and Classification in the document registration column, and finish by clicking Save on case.</p> <p>The document is now created and saved to the case. You can continue working on it as usual.</p>	
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