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# Installing and using templates in Microsoft Word 2010

**Templates for Microsoft Word 2010 have the file extension .dotx or .dotm.**

## Why is it important to install templates correctly?

There are three reasons:

- When the template is placed in the intended folder, usually called Templates, you can create new documents based on the template.
- Putting a template file in the Templates folder indicates that you trust the file, that it does not contain so-called macro viruses.
- When the template is placed in the Templates folder, Word will link your working document with the template. This reduces the risk of functions in the working document being disabled.

## Installing one or more templates at a time, when the templates are already available in the computer

1. In Windows Explorer, type the following in the address field:
   %appdata%\Microsoft\Templates
2. Press Enter, which brings you to the Templates folder.
3. Move the templates from their present location to the Templates folder.

## Installing a single template directly from a web page or a mail

1. Left- or right click the file and choose Save as...
2. In the dialog Save as…, type the following in the address field:
   %appdata%\Microsoft\Templates
3. Press Enter, which brings you to the Templates folder.
4. Save the file.

## Creating a new document? Saving a new file? Go to the next page!

## Creating a new document based on the template

1. Click the File tab > New.
2. In the upper area of the pane opening click My Templates.
3. Select the desired template in the window New.

Templates with the file extension **.dotm** contain macros. You must enable the macros by clicking the "Enable Content" button.
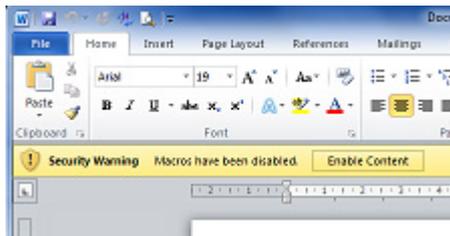


## Saving the new file

**Important!** Templates with the file extension **.dotm** contain macros. To avoid the macros from being disabled you must **choose the file type Word Macro-Enabled Document (.docm)** when saving a new document based on such a template for the first time.