

Installing and using templates in Microsoft Word 2013

Templates for Microsoft Word 2013 have the file extension .dotx or .dotm. By default, Word 2013 templates are found in two different folders. One of the folders contains SLU templates, mainly for administration. These templates are provided centrally and you cannot yourself save any files in that folder. The other folder contains any templates you create yourself, or that you download from the SLU University Library.

Why is it important to install templates correctly?

There are three reasons:

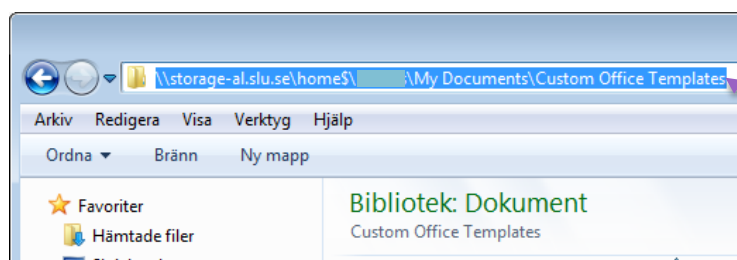
- When a template is placed in the intended folder, still working in Word you can create new documents based on this template. The default folder for Word 2013 is ~\My Documents\Custom Office Templates.
- Putting a template file in the Templates folder indicates that you trust the file, that it does not contain so-called macro viruses.
- When the template is placed in the ~\My Documents\Custom Office Templates folder, Word will link your working document with the template. This reduces the risk of functions in the working document being disabled.

Setting the default template location

You should set the default template location in the Office software. That way, the software will know where your templates are stored.

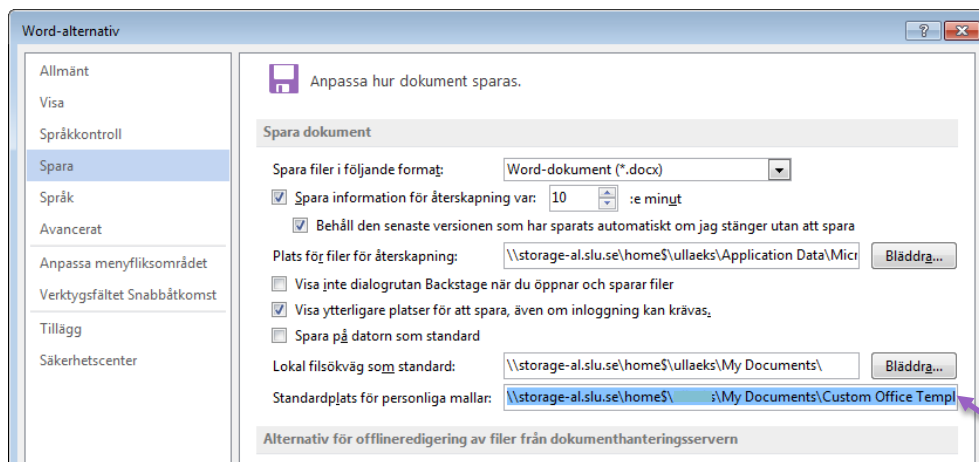
NB. Important for all Office users!

1. Open the folder ~\My Documents\Custom Office Templates.
2. Click in the address field of Windows Explorer. The folder path is shown.
3. Copy the path.



Copy this
address ...

4. Open one of the Office programs and click **File > Options > Save**. Paste the path into the box **Default personal templates location**.



... and paste it here.

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

- Move the templates from their present location to the Custom Office Templates folder.

Installing a single template directly from a web page or email

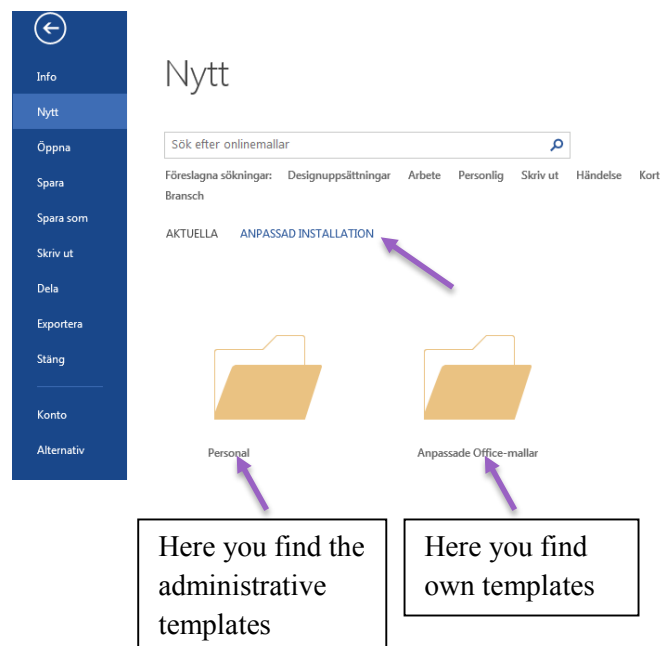
1. Left- or right-click the template and choose Save as...
2. Navigate to the folder ~\My Documents\Custom Office Templates.
3. Save the file.

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

Creating a new document based on your own template or one from the SLU University Library

1. Click File > New.
2. Click the word Custom.
3. Select the Custom Office... folder.
4. Select the template you want to open a new copy of.

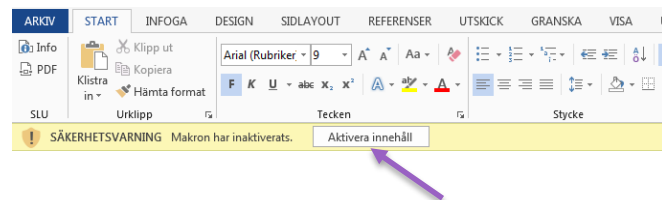
Templates with the file extension **.dotm** contain macros. You must enable the macros by clicking the Enable Content button.



Creating a new document based on an SLU template

1. Click File > New.
2. Click the word Custom.
3. Select the Personal folder.
4. Select the template you want to open a new copy of.

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 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. This does not apply to templates supplied centrally by SLU, as they will automatically be saved with the correct file extension.

Important to you who work with Word 2013 an use a template created with Word 2010!

I.e. in the template's name you find the expression W2010.

If you save your new file with the new Word 2013 format, all chapter headings will be located at the top margin of the page. In the template the chapter headings should have a space before, to emphasis the new chapter. **Therefore** you should **not allow Word to convert to the file format used in Word 2013**. When you

save, check the box for maintaining the compatibility with previous versions of Word, see illustration below.

