

## Installing and using templates in Microsoft Word 2016

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

The templates should be downloaded to the computer before the installation.

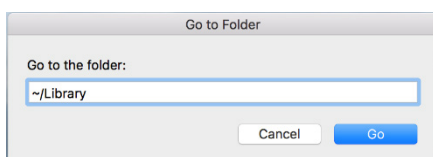
### Why is it important to install templates correctly?

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.

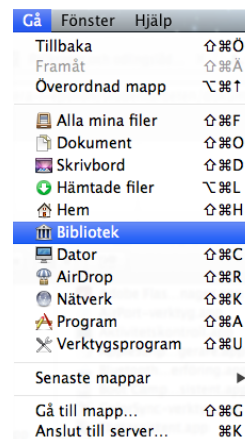
### Installing one or more templates at a time

1. Templates should **in Finder** be put in the folder  
~/library/Group Containers/UBF8T346G9.Office/User Content/Templates.  
The character ~means the user's home folder.
2. Find the folder by clicking the "Go > Go to Folder..." menu command in Finder (or press the Cmd+Shift+G keys). Type or paste in the path above, or the first part of it. Click Go. If needed, navigate to the Templates folder. Move the templates from their present location to the Templates folder.



#### Alternatively

Click *Go* in the menu row to open the menu. Press the *Alt* key simultaneously to show the *Library* folder in the menu. Choose that folder, navigate to Templates and move the templates to it.



Press *Alt* to show this folder.

## Creating a new document based on the template

1. Click the "File > New from Templates" menu command.  
Your own templates and the ones supplied by Microsoft will be found on the same panel.
2. Select the desired template

## 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.