

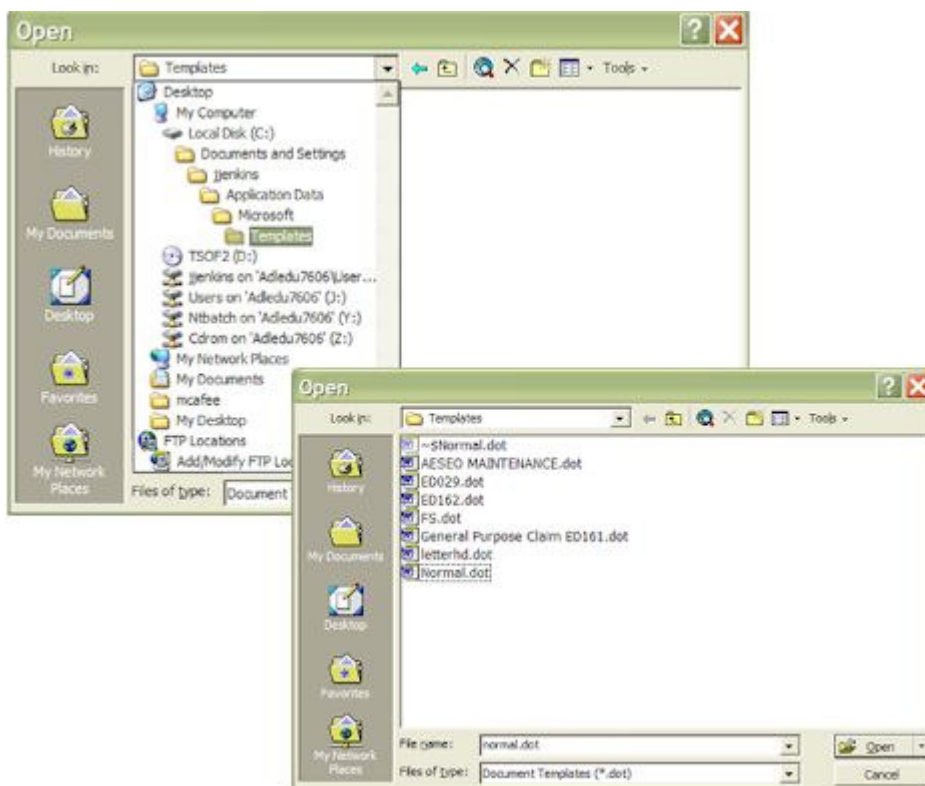
## Understanding document templates.

### User templates

When you open a word document by default that document opens from the normal document template file (normal.dot file). The normal.dot file is a template that holds standard Word settings i.e. page setups, font and font sizes, macros, printer settings.

Changes can be made to this normal.dot file to suit the user. This is particularly useful if you want Word to always use a different font as standard, to reset the page margins, to add customized toolbars, adding headers/footers really any changes you wish to make to the standard Word document.

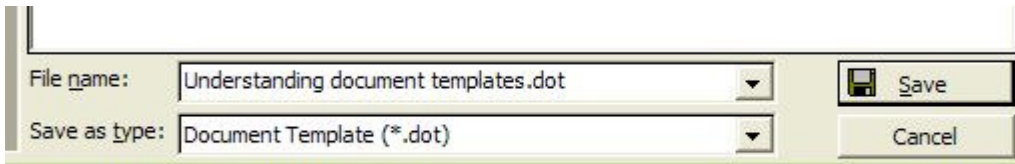
The document template (normal.dot) is located under your profile in the Application Data, Microsoft, template folder. (See below)



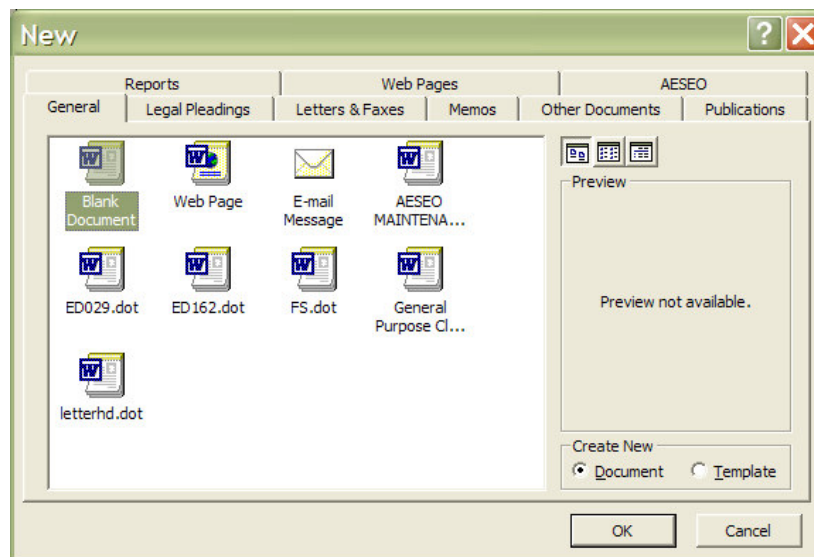
(In Microsoft Windows 95 or 98, the **Templates** folder is located by default in either the *C:\Windows\_folde\*Application Data\Microsoft folder or the *C:\Windows\_folde\Profiles\User\_name\*Application Data\Microsoft folder. In Microsoft Windows the **Templates** folder is located by default in the *C:\Windows\_folde\Profiles\User\_name* folder.)

There are many occasions when you commonly use a document, letterhead and forms are good examples. You can save these documents as templates to quickly access these when opening Word.

To save a document as a document template you simply click on the **File** menu and select **Save As** select the down arrow in the Save as type and select Document Template (\*.dot) and click **Save**.



To access the template Open Word and click on File and New – your template should appear under the General tab, select the document and click OK. This will open the template into a Word document for you to work on and save.



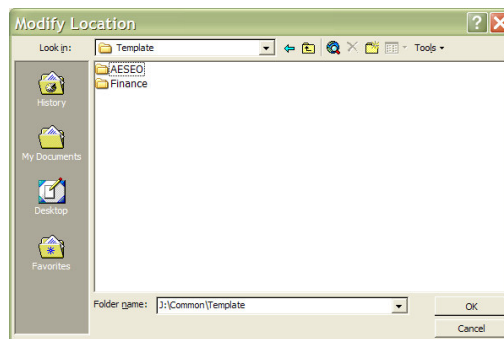
## Workgroup Templates

Workgroup templates are templates saved in a common location in order to be accessed by all users in a workgroup or domain.

If there are common templates in a folder on your domain you can access these by setting up the Workgroup Template location.

**To do this:**

1. Open **Word**
2. Click on **Tools** in the Menu List
3. Click on **Options** to open
4. Select the tab **File Locations**
5. Highlight **Workgroup Templates** and click **Modify**
6. Click on the **Down Arrow** in the **Look In** box to select the folder that contains the Workgroup templates. e.g. J:\common\template



7. Click **OK**

To access a Workgroup template Open Word and click on File and New – your workgroup template should appear under the workgroup template folder tab, e.g. for the AESEO office there is a template folder in the J:\common\template directory with the name AESEO and a corresponding AESEO tab in the templates screen (see below).

Click on the tab to view your workgroup templates, select the required workgroup template and click OK or double click to open.

