# Template Installation Instructions
for macs running Microsoft 2011

✍ *The new templates need to be installed in order to access them from within the appropriate Microsoft Office program and to preserve the originals so that they do not get overwritten.*

Step 1

Copy the templates and save through the appropriate application

❶ Save the attached files to your desktop or a working folder, as a temporary measure.

❷ Open the appropriate application (Word, PowerPoint, Excel etc.) and then open the first template via **File > Open.**
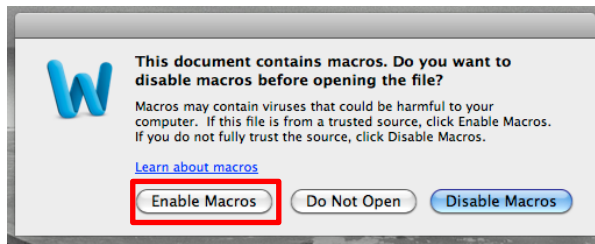
✍ *If prompted, select **Enable macros** so that the template operate as intended.*

Step 2

Save the template(s)

❶ Go to **File > Save As**.

❷ If necessary, browse to your **My Templates** folder, Save and then go to **File > Close** to close the document.

❸ Repeat from Step 1 as necessary until all the templates are saved into the **My Templates** folder.

Step 3

Running the template(s)

Open the relevant Microsoft Office program, go to **File > New from Template**.
This should open the **Word Document Gallery**
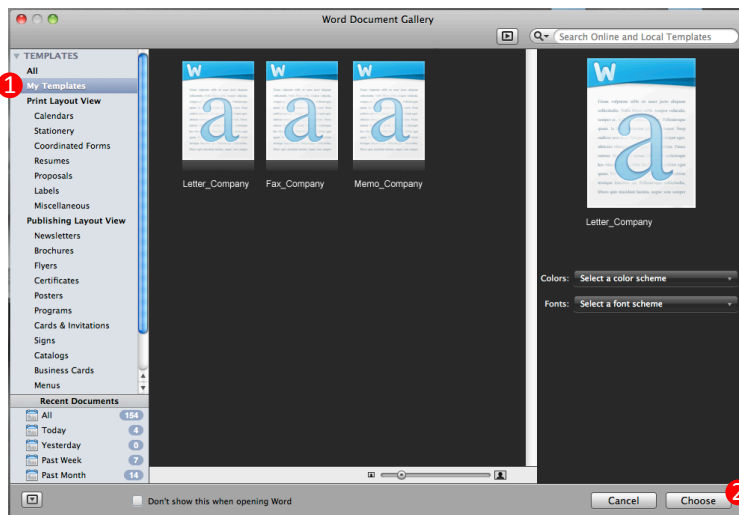
❶ Click **My Templates**.

❷ Select the appropriate template and click **Choose.**

A new document will be created based on that template.