


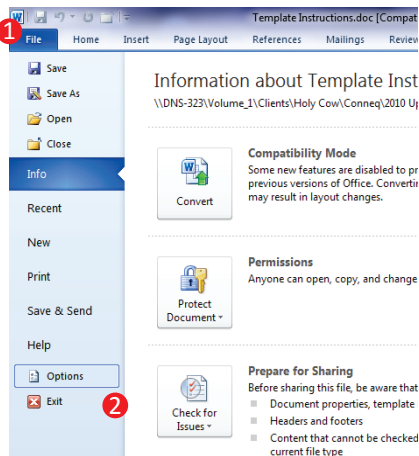
Template Installation Instructions for PCs running Microsoft 2010

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.

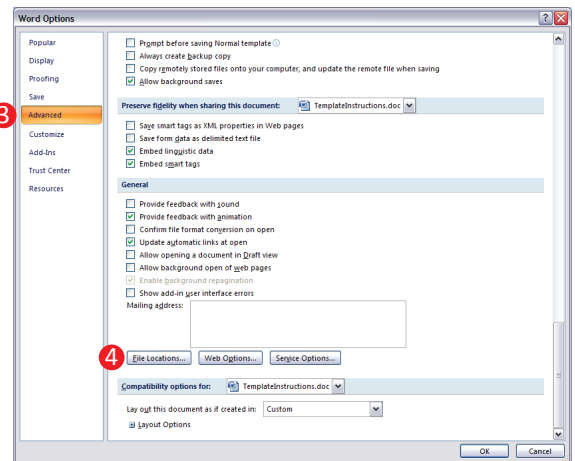
Step 1

Locate the Microsoft templates folder where the files should be installed

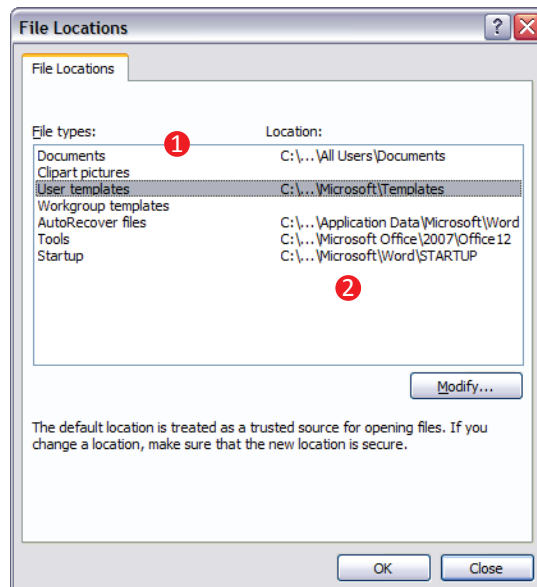
 You need to go into Word regardless of which Microsoft Office application the templates are designed for.



- 1 In Word, select the **File** menu
- 2 then select **Options**.




- 3 Click **Advanced**
- 4 scroll down and click on **File Locations**.



- 1 Click on **User Templates**
- 2 then click **Modify** to view the full name of the folder where the user templates are installed.

This will be something like
C:\Users\UserName\AppData\Microsoft\Templates.

 If you have a Workgroup template path set up, the templates will probably need to be installed in this folder instead. We suggest you ask your IT department for assistance, especially if you have a corporate network as you may not have access to the network location.

Step 2

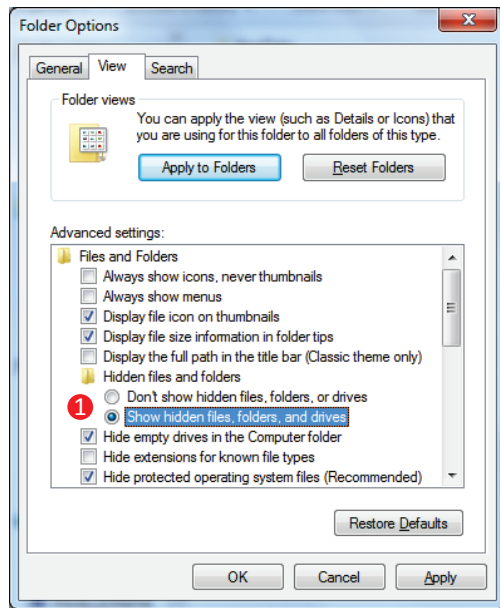
Copy the new template(s) into this location

Exit Word and copy the template(s) to the same folder identified in Step 1.

Step 3

Show hidden files

If you cannot see some of the folders specified in Step 1 then they may be hidden, so follow these instructions to redisplay hidden files and folders.



For **XP** and **Vista**: In Windows Explorer, go to **Tools > Folder Options > Advanced Settings** or for

Windows 7: In Windows Explorer, go to **Organize > Folder and search options > View**.

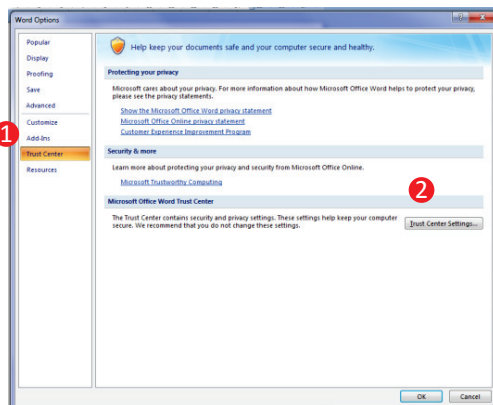
- 1 Select the option to **Show Hidden Files and Folders** and click **OK**. The subdirectories will then be revealed and you can continue navigating to the correct folder.

Step 4

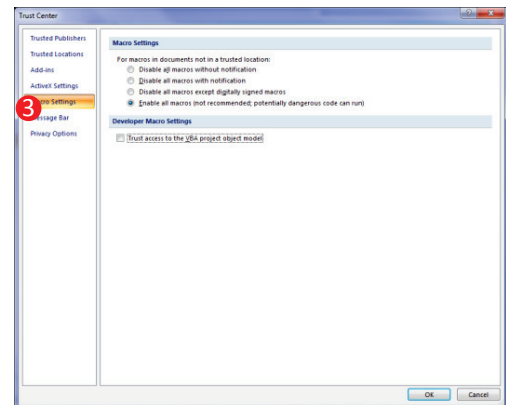
Enable macros

Return to Microsoft Word, select **File > Options**.

 This is necessary if your templates have the file extensions **.dotm**, **.potm** or **.xltn**



- 1 Click **Trust Centre** then
- 2 then click **Trust Centre Settings**.




- 3 Click on **Enable all macros**, then **OK**.

Step 5

Running the template(s)

Open the relevant Microsoft Office program, go to **File > New > My Templates** and select the appropriate template.

 If prompted, select **Enable macros** so that the template(s) operate as intended.