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Installing and Using the NNELS Template

Note: The instructions below may vary depending on your OS and version of Word. Please share any instructions that work for you!

1. Download the [NNELS Template](#)
2. Put the template file into the Templates folder of Microsoft Word. The location of this folder may differ depending on your operating system and version of Word. See [User Templates File Location](#) below for locating your Templates folder.
3. Open the document that you want to edit in Word
4. Go to Format in the main menu bar in Word
5. Click on Style
6. Click on Organizer
7. You should see 2 columns. One column (on the left) will display all the Styles in your current document. [View Organizer window](#)
8. Clear all the styles in the current document:
 1. Highlight all the styles in the current document and select Delete. A few styles are not deletable, we can let them stay there.
 2. Close the Organizer window.
9. Import the styles from the NNELS template. **You will have to load the template for every new document you edit.**
 1. Go to Tools in the main menu bar in Word
 2. Click on Templates and Add-ins... [View Templates and Addins window](#)
 3. You should see an option to attach a Document Template to the current file. Click Attach.
 4. Find the NNELS_Styles.dotx that you put in your Templates folder and attach it.
 5. Check Automatically update document styles
 6. Click OK. This will close the window.
10. Open your Styles Pane
11. Show all the styles
12. You should see a bunch of new styles that have been imported from the NNELS Template. The styles all have "DAISY" in the Style name, except for the Heading 1-6 styles, Strong, and Emphasis. [View NNELS Styles](#)
13. Start applying these styles to text in the document! No need to make any modifications to the Styles as they're already set-up. For instructions on applying the styles, see: [NNELS Styles](#)

User Templates File Location

You can discover where your copy of Word stores its templates by looking in the Preferences. Choose **Word | Preferences** and under **Personal Settings** choose **File Locations**. The location is given beside the item **User Templates** in the list. If the location is abbreviated and you cannot read it properly, click the **Modify** button and explore the location.

If you use a Mac, you can use spotlight search and search for templates. The folder should come up in your search.

By default, user templates files are stored in the following location:

In Windows XP:

C:\Documents and Settings\<username>\Application Data\Microsoft\Templates

In Windows Vista or in Windows 7:

C:\Users\<username>\AppData\Roaming\Microsoft\Templates

In Mac (Word for Mac 2016):

/Users/<username>/Library/Group Containers/UBF8T346G9.Office/User Content/Templates

Note: You can change the location of user templates files.

Further Resources

- Microsoft Office Support: [Load or unload a template](#)

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