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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. Delete 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:
    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

Save the NNELS Styles in Word for Future Editing

To avoid having to attach the NNELS Template to your file each time you edit a document, we can copy over all the NNELS Styles to the `Normal.dotm` template in Word (that's Word's default template). In this way, every time you open Word, the NNELS Styles will be available in your Styles Pane.

1. Open your Style Organizer, go to: `Format` > `Style` > `Organizer`
2. You will see 2 columns. You should see that the NNELS Styles are in one column (on the left, in your current document) and the styles for the `Normal.dotm` template are in the other column (on the right). See Style organizer view
3. Highlight all the NNELS Styles and click `Copy`
4. You should now see the the `Normal.dotm` template contains all the NNELS Styles
5. When you open Word going forward, these Styles will now always be available to you

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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Last update: **2017/09/01 17:54**