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Installing and Using the NNELS Template

The instructions below may vary depending on your OS and version of Word. Please share any instructions that work for you! See Further Resources at the bottom of the page for some helpful links

Download Template to Computer

The first thing you have to do is download the template to your computer.

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.

You only have to download the NNELS Template once, but you will have to clear the styles and upload the template every time you start a new document.

Clear Styles and Import Template to Document

For each new document you produce, you will have to clear the styles, and upload the NNELS Template.

First you need to Clear the Styles:

- Open the document that you want to edit in Word
- Go to Format in the main menu bar in Word
- Click on Style
- Click on Organizer
- You should see 2 columns. One column (on the left) will display all the Styles in your current document. [View Organizer window](#)
- Delete all the styles in the current document:
 - Highlight all the styles in the current document and select Delete.
- Close the Organizer window.

There are a few Default Styles that can't be deleted. Simply hit okay until finished. Once done, you will only see the Default Styles in the Organizer window.

You can use the short cut ctrl + A for windows or command + A for Mac to select all styles.

Now the styles are cleared you can import the NNELS Template to your document.

- Go to Tools in the main menu bar in Word
- Click on Templates and Add-ins... [View Templates and Addins window](#)
- You should see an option to attach a Document Template to the current file. Click Attach.
- Find the NNELS_Styles.dotx that you put in your Templates folder and attach it.
- Check Automatically update document styles
- Click OK. This will close the window.
- Open your Styles Pane
- Select Show all the Styles
- 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](#)

- Start applying these styles to text in the document!

There is 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\\Application Data\Microsoft\Templates
```

In Windows Vista or in Windows 7:

```
C:\Users\\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.

Other versions of Windows may have the templates located in a different location. If you have a version that is not listed above you may need to search your computer to find what file the templates are kept in.

Further Resources

- Microsoft Office Support: [Load or unload a template](#)
- Word 2013 Support for Importing Styles:
<https://www.dummies.com/software/microsoft-office/word/how-to-import-styles-from-other-documents-in-word-2013/>

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