

Installing the templates (Mac OS)

To use these templates they **MUST** first be installed by copying or moving them to the correct folder used by Microsoft Office. Microsoft suggest that you install them in the **My Templates** folder.

The default locations are as follows:

Microsoft Office 2004

Macintosh HD\Applications\Microsoft Office 2004\Templates\My Templates

Microsoft Office 2008

Macintosh HD\Users\username\Library\Application
Support\Microsoft\Office\User Templates\My Templates

(Where **Macintosh HD** is the name of your hard disk on the desktop – it may have a different name – and **username** is the name of your 'home' folder, ie; your short log-in name.)

(For Office X substitute **\Office X** instead of **\Office 2004** in the 2004 path.)

If you work for a company with a central file server – templates may be stored on the file server and the user's copy of Office configured to look for templates on that server – but this would usually be set-up by the IT department or office administrator.

Using the templates (Mac OS)

1. Choose **Project Gallery...** from the **File** menu in Microsoft Word and the **Project Gallery - New** window should appear.
2. Click on **My Templates** in the list of groups on the left and you should see all the templates that are in this folder on your Mac..
3. Double-click on the image or name of the template you wish to use. (You may have to scroll if you have a lot of templates in this folder).
4. This will then open up a copy of the template document with the temporary title **Document1** (or 2 or 3 etc)
5. Work on the document and as soon as it is convenient save it with a suitable name in an appropriate place.

Installing and opening the templates in this way conforms to Microsoft's template model and ensures that the templates function correctly and are protected from accidental alteration.

If you simply double-click on the template file to open it – you will be editing the template file itself (not a copy) and could permanently change it – leaving you without a template to use for future documents.

Some templates supplied by us may use macros...

If you get a warning about macros - this is okay – and you should choose enable macros, as the macro helps you fill in the template using a dialog box.

If you are in any doubt about this, please check with your IT support.

If we have not supplied the template and you are unsure of the source of the template – **DO NOT ENABLE MACROS** – but check with IT support. Viruses are often transmitted via Word macros embedded in Word templates.

NOTE: Templates with macros will not work in Office 2008.

Microsoft Office 2008 does not support VBA – the language that macros are written in, so you will not be vulnerable to Word macro viruses if you are using Office 2008. On the other hand, any template functionality that uses macros will not work.