

# Using styles and templates in Microsoft Word 2003

This document introduces the concept of styles and templates in Word 2003. It describes how to create and modify styles within standard templates. It also describes how to create and modify templates, both on a stand-alone PC and on the Networked PC service.

Some previous experience of using Word is assumed, particularly character and paragraph formatting.



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### **Conventions:**

In this document, the following conventions are used:

- A **bold typewriter font** is used to represent the actual characters you type at the keyboard.
- A ***slanted typewriter font*** is used for items such as filenames which you should replace with particular instances.
- A typewriter font is used for what you see on the screen.
- A **bold font** is used to indicate named keys on the keyboard, for example, **Esc** and **Enter**, represent the keys marked Esc and Enter, respectively.
- Where two keys are separated by a forward slash (as in **Ctrl/B**, for example), press and hold down the first key (**Ctrl**), tap the second (**B**), and then release the first key.
- A **bold font** is also used where a technical term or command name is used in the text.

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## 1 Introduction

Once you have a basic understanding of styles and templates you will find that document writing takes you less time. This is especially true for long documents. You will also find it easier to maintain consistency throughout documents that form part of a series.

### 1.1 What is a style?

In Word, a **style** is a set of formats that can automatically be applied to document text. There are two types of styles: **character styles** and **paragraph styles**.

You can alter the appearance of characters by changing the font, the font size, whether or not the characters are emboldened and so on. You can adjust paragraph settings such as how far the text is indented from the margins, the space before and after it, the amount of spacing between lines and how the paragraph is aligned.

Instead of applying these settings one at a time by clicking toolbar buttons, using the keyboard or dialog boxes, a combination of different character and paragraph formats can all be incorporated into a style. Then, when the style is selected, Word automatically applies all the formatting for you.

### 1.2 What is a template?

A template is a special type of Word document that is used as the pattern for new documents. Using templates can help you to reduce the number of documents that you have to create from scratch.

A template contains a set of predefined styles that control the appearance of the text in documents created using the template. In addition to styles, templates can also contain:

- page formatting — such as margin settings
- boilerplate text — for example your address in a template that you use to write a letter
- AutoText entries — known as Glossary entries in earlier versions of Word
- macros — for running sets of commands sequentially
- new toolbars, menus or menu items.

(Don't worry if you are unfamiliar with some of these terms —they are not essential to an understanding of templates.)

Word has a comprehensive range of built-in templates but you can also create your own.

### 1.3 Why you should use styles and templates

Styles can significantly reduce the time it takes to format a document. For example, if you are writing a long document which is divided into sections with headings (like this one), it is a good idea to use heading styles. You can either select the style for the headings before you type or apply the style to typed text.

It is much easier to maintain consistency in a document if you are using styles. For example, if you are using a heading style and you find that you change your mind about the appearance of the heading, you can alter the

definition of the style. The changes you make will be cascaded through all headings in the document that were created using the style, so you won't have to select each one and make the formatting changes individually.

Using styles can also help you to take advantage of Word's automated features. For example, Word can automatically build and update a table of contents based on the heading styles in your document. Without styles you would have to manually apply a field to every single item you wanted to include in the table of contents.

Using styles and templates also makes it easier to maintain consistency between a number of documents. If you are typing a document that forms part of a series (perhaps the minutes of a regular meeting or a chapter in a dissertation), then you should use a template.

## 2 The Normal template

Even though you may not realise it, every document in Word is based on a template. The default template, used unless you specify a different one, is a file called **Normal.dot**. (.dot is the file extension used for all template files - dot is short for document template.) This template contains a number of styles but again, the default style is called **Normal**. A document based on the Normal template is loaded each time Word is started up. So, even if you have not consciously chosen a template for your document, or a style for the text within the document, you will be using the Normal template and you will most probably be using the Normal style.

Even if you are using a template other than Normal.dot, it is always open. Although it doesn't contain any text, it does include the Word built-in AutoText entries and over ninety built-in styles. As you work, any new styles, AutoText entries, macros and many other customisations are stored in the Normal template, unless you actively elect to save them elsewhere.

Normal.dot is a **global template**, which means that its styles and other settings are available to all open documents. You can add more global templates, either just for your current session or permanently.

### 2.1 Using styles and templates on the Networked PC service

When you alter styles or create new ones in Word, you can usually choose whether to confine the changes to the document that you are working on or to save the changes in the document template, thus affecting all future documents based on that template.

As mentioned above, the default template used for Word documents is Normal.dot. On the Networked PC service, if you make changes to Normal.dot, the file is saved to your j: drive. You can then alter the styles within this template and use them in future documents.

## 3 Using Word's built-in styles

We will now look at the styles contained within the Normal template by creating a new document based on this template.

### 3.1 Creating a new document based on the Normal template



As mentioned earlier, a new document based on Normal is loaded each time Word is started up. However, there are two other methods for creating a new document:

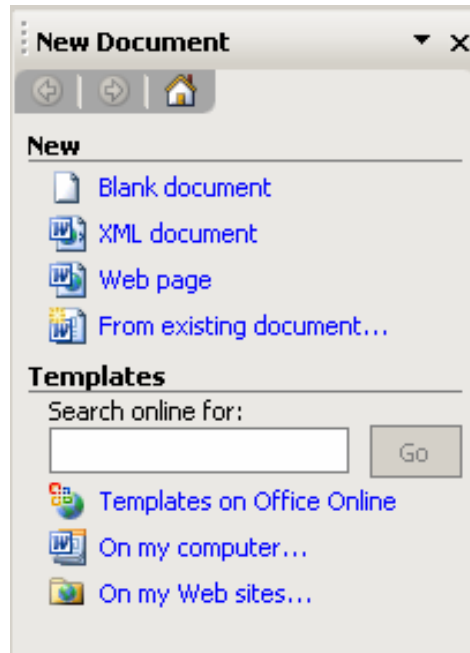
- click the **New** button on the standard toolbar
- click on **File | New...** on the menu bar.

You will use the second method this time. When you start a new document by selecting **File | New...** from the menu bar you are given the opportunity to choose the template on which the document will be based.

- 1 Click on **File | New...** on the menu bar.

The **New Document** Task Pane opens. The **Blank Document** template, which is another name for the Normal template, is listed under the **New** section. Notice that additional templates are also available under the **New from existing document** and **New from template sections**. Some of these will be looked at later, but for now, choose the **Blank Document**.

- 2 Click **Blank Document** to open a new document.



The next point is fundamental to your understanding of templates. If you are not clear what it is saying, it might be a good idea to go back and read the introduction again.

By giving the **File | New...** command, you have just created a new **document** file *based on* the Normal template. You have *not* opened the template file itself. This remains unchanged ready to provide the pattern for the next blank document that is created.

### 3.2 Normal style

With the blank document open that you created in the last section, notice the Formatting toolbar beneath the Standard toolbar.



At the left hand side there is a box which is displaying the name **Normal**. This is the **Style box** and it shows that **Normal** is the style that is currently governing the appearance of the text at the insertion point.



Further to the right is the **Font name box**. In this box you will see the name of the font that will be used for any text typed using the Normal style.



This is the Font size box. It shows that the size of the text is 12pt. Beside each of these boxes is a down arrow, which indicates a drop-down list. If you click on an arrow, a list will appear with the choices currently available to you.



To the right of the Font size box there are three buttons that can be used to create bold, italic or underlined characters.



This set of six buttons are used to left/right align, centre, justify, distribute or alter the line spacing of the text. The **Align Left** button is “on”.



The two buttons on the left indicate a numbered or bulleted list and the two on the right are used to indent text.

- 1 Type a few words to see what **Normal** style looks like.
- 2 Look at the Formatting toolbar.

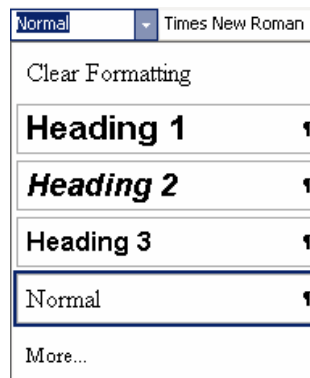
The buttons on the Formatting toolbar show the characteristics of the style. The font is Times New Roman and the font size is 10pt. The text is neither bold, italic, nor underlined. These toolbar buttons are “off”. The text is left aligned, shown by the Align Left toolbar button being “on”.

- 3 Press the **Enter** key to start a new paragraph.

### 3.3 Applying other built-in styles

#### 3.3.1 Using the Style box

- 1 With the insertion point just in front of the new paragraph marker, click on the down arrow beside the **Style box** to reveal the list of styles available.



In Word the Style box doesn't just list the style names, it shows them formatted so that you can see what they look like. A paragraph marker (¶) is displayed by **paragraph styles** and the letter “a” is displayed by **character styles**.

- 1 Click on the style name **Heading 1**.

Notice that the name in the Font name box has changed to **Arial**. The size of the font is **16** and the **Bold** button is “on”.

- 2 Type a few words of text.

You will see that the characteristics of the text are indeed those indicated by the Formatting toolbar.

- 3 Press **Enter** to start a new paragraph.
- 4 Type a few words.

These words will be in the **Normal** style. This may be surprising to you. Usually when you start a new paragraph in Word, the characteristics of the new paragraph will be the same as those of the previous paragraph.

However, it is possible to include in the definition of a style the instruction that the following paragraph is in a different style. The definition of the style **Heading 1** includes within it the instruction to make the next paragraph **Normal**.

### 3.3.2 Applying a new style to existing text

Paragraphs that have already been typed in one style can have a different style applied to them.

- 1 With the insertion point still within the last line of text, click on the down arrow beside the **Style box**.
- 2 From the list of styles, choose **Heading 2**.

Notice the appearance of the text now. The last paragraph has taken on the characteristics of the Heading 2 style. Notice that the Bold and Italic buttons on the toolbar are now “on”.

You can change the style of any paragraph of text in this way. Simply place the insertion point within the paragraph and choose a style from the Style box.

- 3 Press **Enter** to start a new paragraph and type a few more words of text.
- 4 Try applying each of the remaining styles in the **Style box** to your text.

### 3.3.3 Understanding the relationship between character and paragraph styles

If you try to apply conflicting character and paragraph styles to the same text, the font specified in the character style takes precedence. However, if the paragraph style includes a formatting attribute e.g. **bold** that the character style does not include, then the paragraph style will be applied.

Alternatively, it may be the case that both the paragraph *and* the character styles include a common attribute, such as **bold**. In this case, Word would assume that some contrast is needed between the two styles and would format the text as not bold.

Manual formatting is superimposed on both character and paragraph styles but, consistent with the aim to maintain contrast, if you attempt to embolden text in a paragraph already styled to be in bold, Word will format the text as not bold.

### 3.3.4 Accessing all available styles

For simplicity, Word only displays a small number of the built-in styles in the Style box of a new document. If you want any of the other styles to be available, you have to open the **Style** dialog box.

- 1 Select **Format | Style and Formatting...**
- 2 Select **All styles** from the **Show:** box.
- 3 Click on the style you want to use.

### 3.3.5 Viewing styles with your text

You may like to view the styles in your document as you work. The Style Area enables you to do this. Note that this facility is only available in Normal view.

- 1 Select **Tools | Options...**
- 2 Click the **View** tab.
- 3 Specify a **Style Area** width greater than 0 cm. (A measurement of 1.5 cm is sufficient to display most style names without reducing the document area too much.)

Normal	This is Normal style.
Heading 1	<b>This is Heading 1 style</b>
Heading 2	<b><i>This is Heading 2 style</i></b>
Heading 3	<b>This is Heading 3 style</b>

Once you have a Style Area you can resize it by clicking and dragging on the vertical border. If you decide that you no longer want to see the Style Area, reset the measurement to 0 cm.

## 4 Altering and creating styles

There are two basic ways of altering or creating styles:

- By **definition** — that is, by using the **Format | Style...** command to display the Style dialog box and using that to define various attributes of the style.
- By **example** —that is, by changing the character and/or paragraph formatting features of an existing paragraph and applying them to a style, or giving the altered style a new name.

When you change the definition of an existing style, or create a new one, you can choose whether or not you want the alteration to be confined to the document you are currently editing, or for the new/amended style to be saved with the document template. If the style is saved with the template, it will be available in all future documents based on that template.

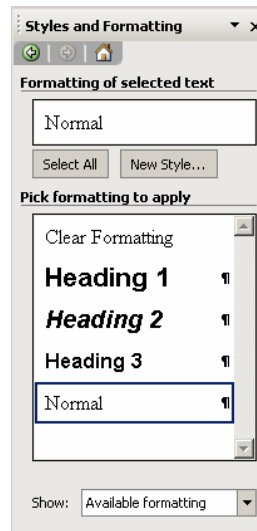
### 4.1 Altering an existing style by definition

- 1 Select **Format | Style and Formatting...**



or click the **Style and Formatting** button on the **Formatting Toolbar**.

The **Styles and Formatting** Task Pane appears:

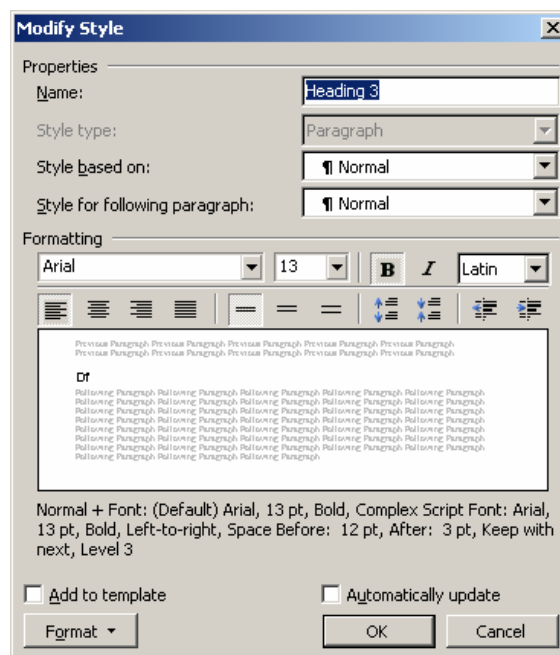


If the insertion point in your document was in a paragraph based on Normal style when you gave the **Format | Style...** command, Normal style will be selected in the **Styles:** box as illustrated above.

As mentioned in Section 3.2, Normal style is the default paragraph style for all documents based on the Normal template. You should therefore think carefully before making any permanent changes to it. Rather than change Normal style itself, it is probably better to create a new style based upon it. This is described later in the guide. For this exercise then, we will select **Heading 3**, which is one of the built-in heading styles, to alter.

- 1 Find **Heading 3** in the **Pick formatting to apply:** list and right-click on it.
- 2 Click on **Modify...**

The **Modify Style** dialog box will open:

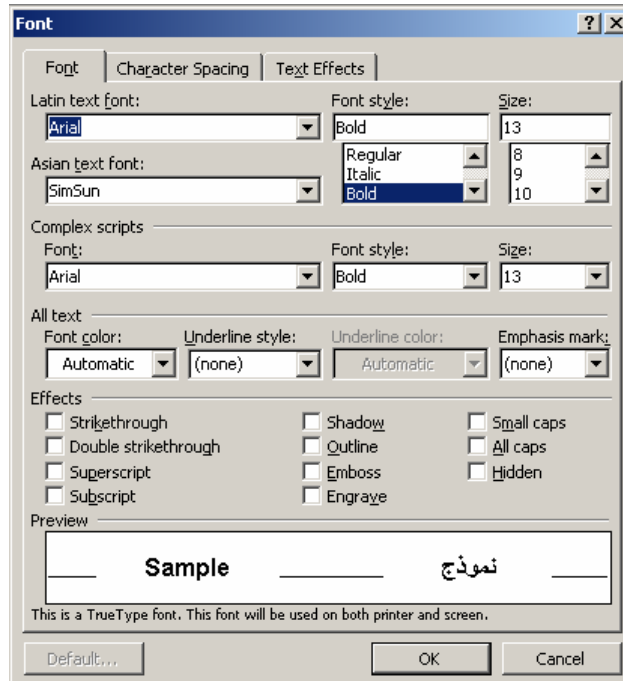


Now you need to decide which aspect(s) of the style you wish to change.

- 1 Click on the **F**ormat button.

As you can see, there are eight formatting attributes to choose from. For this example, a change will be made to the font, but you could equally well select one or more of the other attributes.

- 2 Select **F**ont... from the list box.



In the **Font** dialog box, make the desired change(s). For example, you could change the font name or font size, or italicise the text.

- 1 Click on **OK**.

The **Font** dialog box will close and you will be returned to the **Modify Style** dialog box.

If you want the change(s) that you have made to the style to be incorporated into the Normal template (and thus be available in all future documents based on that template) then

- 2 Click in the **A**dd to template check box.
- 3 Click on **OK**.

In the bottom right hand corner of the **Style** dialog box, where there was a **Cancel** button. There is now a button marked **Close**.

- 4 Click on **Close**.

The modified style that you have defined is now available to you in the current document, if you clicked the **Add to template** check box. The modified style will be added to the Normal template and will be available in all new documents based on that template.

## 4.2 Altering an existing style by example

For this example you could alter the Heading 3 style again to return it to its original state.



- 1 Click the **Styles and Formatting** button on the **Formatting Toolbar**.

- 2 Right-click **Heading 3** style.
- 3 Make the required changes to the style.
- 4 Click OK.

The new definition of the style will apply to all instances of the style in the current document but the template on which the document is based (in this case Normal.dot) will not be affected.

### 4.3 Creating a new style by definition

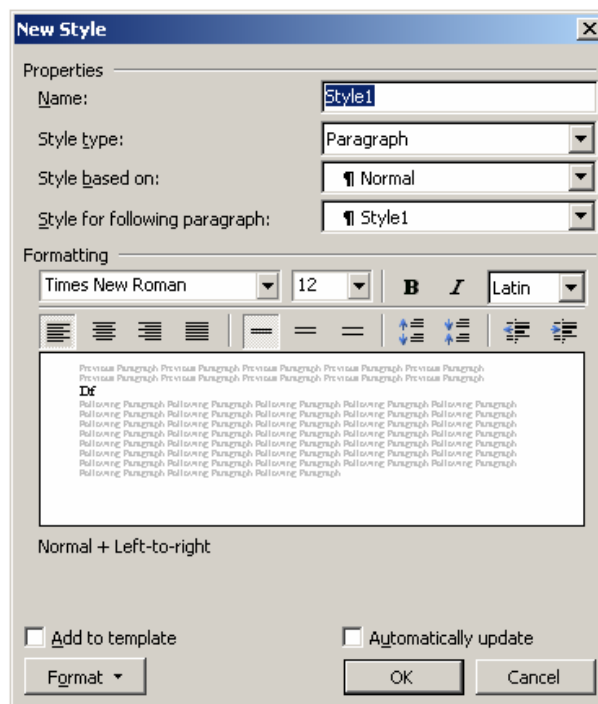
As an example of the method used to create a new style by definition you will create a paragraph style called **Hanging indent**. When a paragraph has a hanging indent, the first line of the paragraph overhangs to the left above the lines below. This style is often used to display items in a list (such as a bibliography) or the minutes of a meeting. Here is an example of a bibliographic reference using a hanging indent:

Parker, Roger C. (1990) Looking Good in Print. A Guide to Basic Design for Desktop Publishing 2nd Ed. Ventana Press.



- 1 Start a new paragraph in **Normal** style then click the **Styles and Formatting** button on the **Formatting Toolbar**.
- 2 In the **Style** dialog box choose the **New Style** button.

The New Style dialog box will be displayed.



Word calls the new style **Style1** by default.

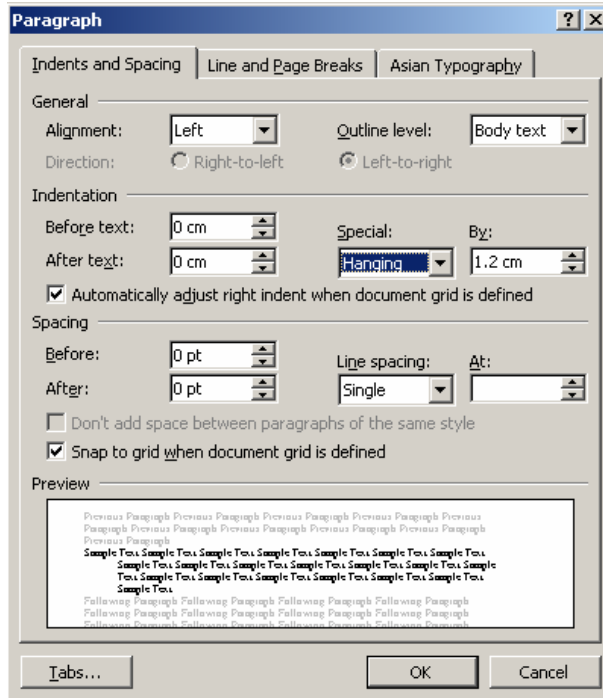
- 1 Type in a new name for the style you are going to create:

#### **Hanging indent**

Notice that because you have started a paragraph in Normal style, the new style is based upon it. You could change this if you wish. You can also specify the style for the following paragraph. This is particularly useful if you are creating a heading style.

- 2 Click on **Format**.
- 3 Select **Paragraph...**

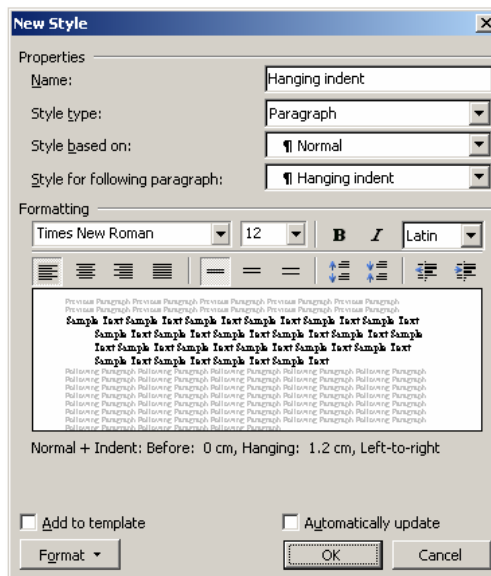
The **Paragraph** dialog box will open. Check that the **Indents and Spacing** tab is selected.



- 1 Adjust the **Indentation** values to those shown in the above illustration.
- 2 Click on **OK**.

Note that on the Networked PC service, the default unit of measurement is set to be in centimetres, not inches.

The **New Style** dialog box will reappear showing the new definition of the style in the **Description** box:



- 1 Do not check the **Add to template** box on this occasion.

- 2 Click **OK** to add the new style to the document.

The style that you have created is now available to you in the current document but the document template will remain unchanged.

- 3 Type a paragraph (of more than one line) and apply the new style.

#### 4.4 Creating a new style by example

To create a new style by example, you should first create a paragraph formatted in the new style. When you are happy with the appearance of the style, you need to name it. To do this:



- 1 Click the **Style and Formatting** button on the **Formatting Toolbar**.
- 2 Right-click the font name you have just created (this is located in the **Formatting of Selected Text** box).
- 3 Click **Modify...**
- 4 Rename the style.
- 5 Click **OK**.

The new style will be available in the current document but the template on which the document is based will not be affected.

**Note:** The document you are currently working in is used as the example in Section 7.2 below. If you intend working through the exercise about using the Organizer box, don't close your document down. Instead, read the first part of Section 7.2, which tells you how to save the document so that you can use it later.

## 5 Managing styles

Before you accumulate too many of them, it's a good idea to think about how you will manage any new or altered styles that you create. The management of styles includes choosing meaningful names for them, deciding in which template(s) you want them to be available and occasionally moving, renaming or deleting them.

### 5.1 Naming styles

Choosing meaningful names for your styles will help you to keep track of them. Try to make style names as descriptive of their *function* as possible. They can be up to 256 characters long and include spaces and punctuation, but remember that only about 20 characters will actually be visible in the Style box.

If you create a set of styles that are only ever used for one type of project you might like to think of introducing a common factor into all of the names, starting them all with the same letter(s) for example. That way they will all be listed together.

### 5.2 Using the Organizer

You have already seen that you can make a style available in all future documents based on the template in which it was created, by checking the **Add to template** box whenever you define a style using the **Format | Style...** command.

However, if a style isn't available in the place you need it, you can use the Organizer to copy it. You can choose to copy styles either from a document

or from a template. As editing and creating templates is covered later in this Guide, for illustration now we will copy styles from a document.

In order to copy styles from an existing document it is necessary to have available a document that contains some customised styles. The document that you have been editing in the preceding instructions will be used for this example, but any document would do.

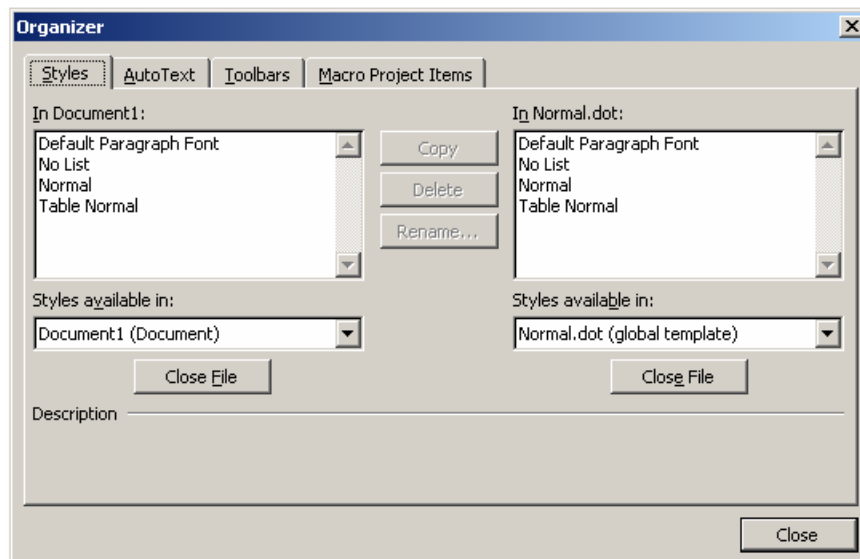
- 1 Save the current document using the **File | Save As...** command. For clarity it will be named **Hanging indent.doc** in this example but it doesn't matter what you decide to call it.
- 2 Close the document.
- 3 Open a new document based on the Normal template by clicking the **New** button on the toolbar.



With the new document as the active document:

- 4 On the **Tools** menu, click **Templates and Add-Ins**.
- 5 Click **Organizer**, and then click the **Styles** tab.

The Organizer dialog box will open:



Styles available in the active document are displayed on the left. Styles available in the Normal document template (**Normal.dot**) are listed on the right.

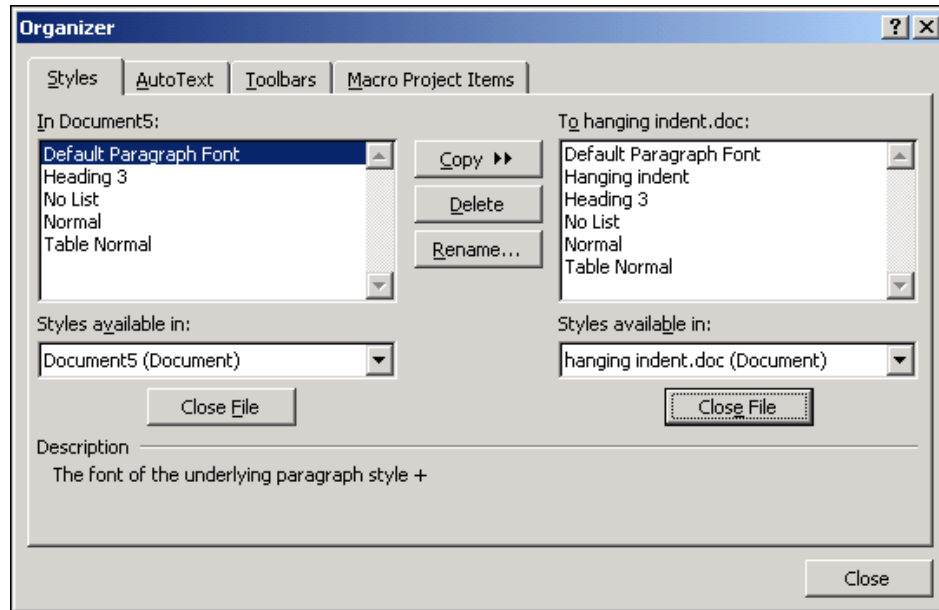
- 6 Close **Normal.dot** by clicking on the **Close File** button beneath it.
- 7 Click on the **Open File** button that appears.

In the **Open** dialog box:

- 8 Select **Word Documents (\*.doc)** from the **Files of type:** drop-down list.
- 9 Locate the correct drive and folder, select the file you have just saved and click on **Open**.

The styles available in the document you have just opened are now listed on the right hand side of the Organizer dialog box.

- 10 Click on a style in the right hand list that is not yet available in the new document e.g. **Hanging indent**.



- 11 Click on the **C**opy button.

The selected style is copied across to the new document.

You can copy more than one style across at a time by using the usual methods of selecting more than one item. If a style has the same name as an existing style in the document or template to which you are copying, a message appears asking you to confirm that you wish to overwrite the existing style. Notice that you can also delete a style by selecting it and clicking the **D**el~~e~~te button or use the **R**ename... button to change a style name.

- 12 Click **C**lose to close the **O**rganizer dialog box.

Notice that as well as styles, you can also use the Organizer to copy AutoText entries, Toolbars and Macro Project Items.

## 6 Using built-in templates

As you saw earlier in this guide, every time you open a new Word document, by default you are using a ready made template called **Normal.dot**. As well as Normal.dot, Word comes with several other templates that help you create more specialised documents such as faxes and memos.

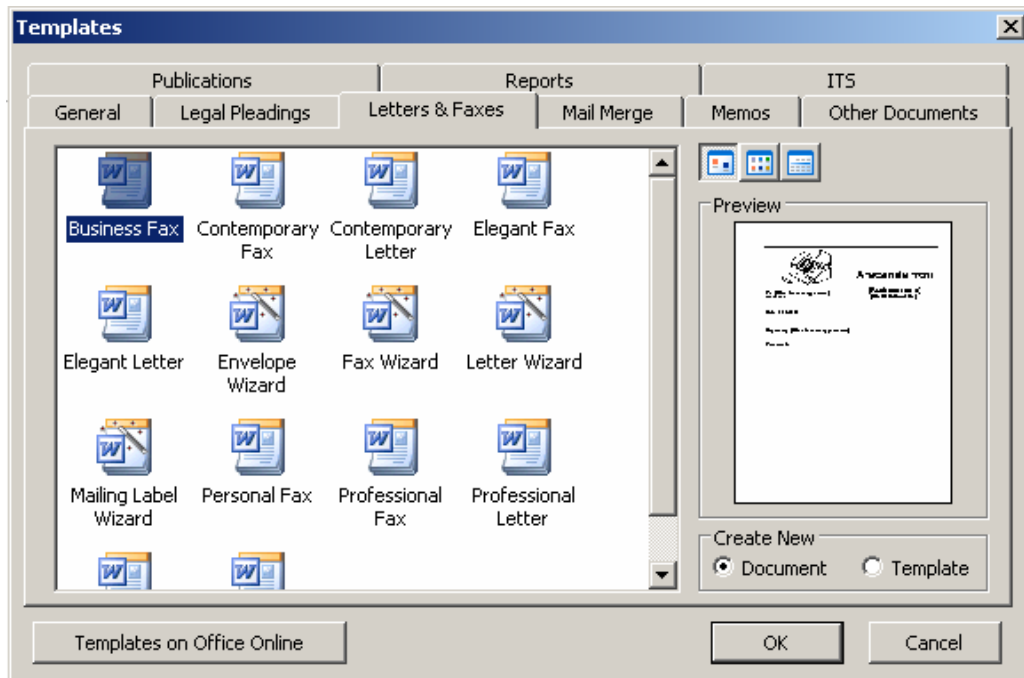
The ITS has also created a few customised templates for use within the University.

### 6.1 Using Word's built-in templates

To select one of Word's built-in templates on which to base a document:

- 1 Click **F**ile | **N**ew...
- 2 Click the On my computer... option.

The illustration below shows you the **Letters & Faxes** templates. A preview is displayed in the **P**review box as you click on an icon.



3 Select a template and click on **OK**.

A document based upon the selected template is opened ready for you to edit and save as required.

## 6.2 ITS templates

The ITS has created a customised essay template for use within the University, and a template for editing committee minutes. The former is available on the Networked PC service, and the latter from the Committee web pages (<http://www.dur.ac.uk/Committees/>).

## 7 Creating and editing templates

In the first part of this guide we looked at altering and creating styles whilst editing a document. It is also possible to edit the templates on which documents are based and to create new ones.

A template is simply a special kind of Word document. The main difference between a template file and a document file is that its filename has a different extension (**.dot** instead of **.doc**) so that Word can recognise it as a template file. Templates are also stored in a separate folder.

### 7.1 Where templates are stored

On a stand-alone PC template files are stored in **C:\Program Files\Microsoft Office\Templates**. Any new templates that you create will be stored there by default. It is possible to save template files anywhere on your hard disk or on a network drive, but normally, only those saved in the Microsoft Office Templates folder or one of its subfolders will appear in the New dialog box when you give the **File | New...** command.

On the Networked PC service the Microsoft Office 2003 template files are stored on a network drive. Any new templates that you create on the Networked PC service will be stored on the j: drive in the folder **MsofficeTemplate**.

If you are working on the Networked PC service, when you issue the **File | New...** command, Word will look on both your j: drive and on the network drive on which the Microsoft Office 2003 templates are stored.

## 7.2 Creating a new template

There are two ways to create a new template, either by saving an existing document file as a template or by creating one from scratch.

### 7.2.1 Creating a template based on an existing document

- 1 Open an existing document.
- 2 Edit the document as required.

Editing the document may include deleting document specific aspects which you don't want to appear in other similar documents, or adding boilerplate text that you do want to appear every time. You could use the **Organizer** (described in Section 5.2) to add any styles, AutoText entries, macros, toolbars or keyboard shortcuts you want. Don't forget to check that the Page Setup settings, e.g. margins, are as you want them.

- 3 When you are satisfied with the document, click **File | Save As...**
- 4 Select **Document Template (\*.dot)** from the **Save as type:** list box.

As soon as you tell Word that the file you are saving is a template, it changes the current folder to the one where templates are stored i.e. **Microsoft Office\Templates**. If you save your template in this folder, it will appear in the **General** tab of the **New** dialog box. If you would prefer it to appear in any of the other tabs, double-click on the appropriate folder.



You could also create a new template folder by clicking the **Create New Folder** button and entering a name. Once a new folder is created in the Templates folder and has at least one template stored in it, it will appear as a tab in the New dialog box.

If you are working on the Networked PC service then your template will be saved to the j: drive in the folder **Msoffice\Template**.

- 5 Type a name for your template in the **File name:** text box.
- 6 Click **Save**.

### 7.2.2 Using Wizards

Wizards are designed to help you create different types of document quickly and easily. They walk you through the stages of document creation by asking you questions about how you want your document to look and then displaying the document on the screen when you select the **Finish** button.

The best way to understand what a Wizard does is to try one. To use a wizard:

- 1 Click on **File | New...**
- 2 Select a Wizard. You will find them in the **Legal Pleadings, Letters & Faxes, Memos, Other Documents** and **Web pages** tabs. For example, you could try Letter Wizard **Letter.wiz** in the Letters and Faxes tab.

- 3 Follow the on-screen directions and when you have answered all the questions, click **F**inish to display the document on the screen.

The settings you choose when using a Wizard are saved by Word so that the next time you use the Wizard you can select the **F**inish button on any of the screens to create a document based on the options previously set.

Alternatively you can edit the document the Wizard produces and save it as a new template file, as described in the section above.

### 7.2.3 Creating a template from scratch

Creating a new template from scratch is much the same as creating a new Word document.

- 1 Select **F**ile | **N**ew...
- 2 Check that **B**lank Document is selected in the **G**eneral tab.
- 3 In the **C**reate New box in the bottom right-hand corner of the dialog box, click on the **T**emplate radio button.
- 4 Click **O**K.

Notice that the new document that opens is entitled **Template1 (2,3 etc.)** rather than the usual **Document1**.

- 5 Edit and save the template as described in Section 7.2.1 above.

Note that if you use this method to create a template, it can only be saved as a template and not as a document file.

### 7.3 Editing an existing template

To edit a template, you open the template file just as you would open any other Word document for editing — but, you have to tell Word that it is a template you wish to open and also which folder to find it in.

- 1 Select **F**ile | **O**pen...
- 2 Choose **D**ocument Template (\*.dot) from the **F**iles of **t**ype: drop-down list.

A list of template files in the current folder will be displayed. This is probably not the folder your templates are stored in so if this is the case, move to the correct folder.

Remember – on a stand-alone PC, templates are stored in the **Microsoft Office\Templates** folder.

On the Networked PC service you will find the supplied templates on the **Z:** drive in the folder **Licence\MSOffice\Template**.

- 3 Click on the name of the template you want to edit.
- 4 Click on **O**pen.
- 5 Edit the template as required and save it as described earlier.

## 8 Managing templates

You don't just have to use templates one at a time to base new documents upon. You will get greater benefits from your use of templates if you take advantage of all their possibilities. This section explains the relationship

between styles and templates, describes global templates in more detail and teaches you to change the template attached to an existing document.

From time to time you may want to delete templates that have become outdated, or that you no longer have a use for. Section 8.4 describes how to do this.

## 8.1 Understanding the relationship between styles and templates

In the first part of this guide, you learned how to create styles and store them in a template. The styles available to the current document depend upon which templates are open at the time. These templates will include:

- Normal.dot
- The template that the document is based on, if that is different to Normal.dot.
- Any other global templates that are currently loaded. Global templates are discussed in the next section. By default, no other global templates other than Normal.dot are loaded.

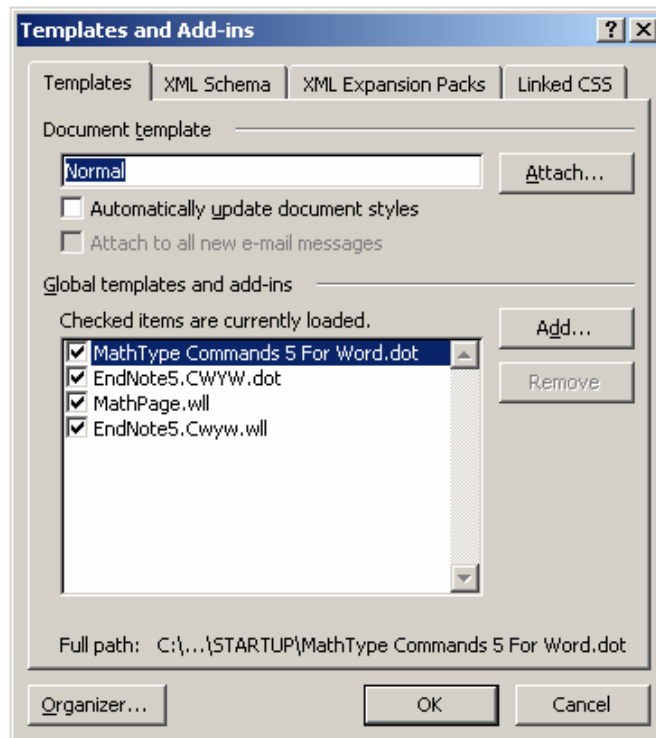
If several templates are open and each one defines the same style differently, the style in the template upon which the document is based takes precedence over those in other templates, global or otherwise.

## 8.2 Understanding global templates

As discussed in Section 3.2, a global template is one whose styles and other settings are available to all open documents. Normal.dot is a global template and is loaded each time Word is started up, but you can add other global templates at any time during a Word session. To load a global template:

- 1 Select **Tools | Templates and Add-Ins...**

The **Templates and Add-ins** dialog box opens.



- 2 Under **Global templates and add-ins**, click on **Add...**

- 3 Select the template you require from the **Add Template** dialog box.
- 4 Click **OK**.

When you are returned to the **Templates and Add-ins** dialog box, the added template appears in the **Global templates and add-ins** box with a check mark beside it. It will remain loaded until you uncheck the mark or exit Word.

- 5 Click **OK** to close the dialog box.

The next time you start Word, this template will still be listed in the **Global templates and add-ins** box, but it won't have a check mark by it. It will only be loaded when you check the box.

### 8.3 Changing the template attached to a document

You may wish to change the template associated with an existing document if, for example, you want to take advantage of any styles, AutoText entries or macros which may have been created within a particular template. There are several ways that you can do this:

- Items can be copied to a template from another template using the Organizer as described in Section 5.2.
- You can load the template you want to be available as a global template. This was described in the previous section.
- A different template can be attached to the active document. This is described below.

#### 8.3.1 Attaching a different template to a document

- 1 Select **Tools | Templates and Add-Ins...**

The **Templates and Add-ins** dialog box appears.

- 2 Click on the **Attach...** button.
- 3 Select the template you require from the **Attach Template** dialog box.
- 4 Click on **Open**.
- 5 If you want to update the styles in the existing document to reflect those in the new template, check the **Automatically update document styles** box.
- 6 Click **OK** to close the dialog box.

When a different template is attached to a document, customised items (e.g. AutoText entries, toolbars) reflect the items stored in the new template. Styles from the newly attached template are only copied to the document if the **Automatically update document styles** box was checked. Items from the previous template are no longer available, unless the document was based on the Normal template or another global template.

#### 8.3.2 Using the Style Gallery to preview different templates

You can use the Style Gallery to see what a document would look like if you used the styles from a different template. To do this:

- 1 With a document open, select **Format | Theme**.
- 2 Click the **Style Gallery** button.

- 3 Select a template you would like to preview from the **Template:** list.
- 4 To apply the styles from the new template, click **OK**.

Style Gallery does *not* attach a different template to your document. It only copies styles from the new template where they override any formatting settings in the attached template. If you haven't used any styles with the same name in your document yet, then you won't see any difference to the document in the Style Gallery preview.

If you are previewing the styles in a built-in Word template, clicking the **Example** radio button will display a sample document that uses all of the styles in that template.

Clicking the **Style samples** button provides an even closer look at the styles that can be imported from the new template. Word displays each style name, formatted as the template specifies.

#### 8.4 Deleting templates

Occasionally you may want to delete templates that you no longer have any use for. Perhaps there are some that you have created as an experiment while you have been using this guide! Here is a quick method of deleting templates:

- 1 With Word open, select **File | New...**
- 2 Right-click the icon of the template file you want to delete.
- 3 Select **Delete** from the shortcut menu.
- 4 Click **Yes** to confirm deletion.