

TO SAVE THE TEMPLATE TO YOUR DISK:

1. Save the template to the following folder:

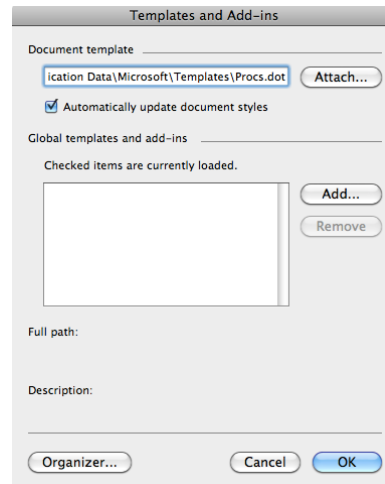
[/Users/username/Library/Application Support/Microsoft/Office/User Templates/My Templates](#)

TO CREATE A NEW DOCUMENT FROM THE TEMPLATE:

1. Select [File | New from Template](#).

TO ATTACH TEMPLATE TO EXISTING DOCUMENT:

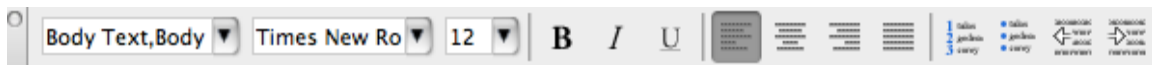
1. Select [Tools | Templates and Add-Ins](#).
2. Click the **Attach** button.
3. Navigate to the [My Templates](#) folder.
4. Select the custom template.

**TO AUTOMATICALLY UPDATE DOCUMENT STYLES:**

1. Select [Tools | Templates and Add-Ins](#).
2. Click the checkbox [Automatically update document styles](#).

TO VIEW FORMATTING TOOLBAR:

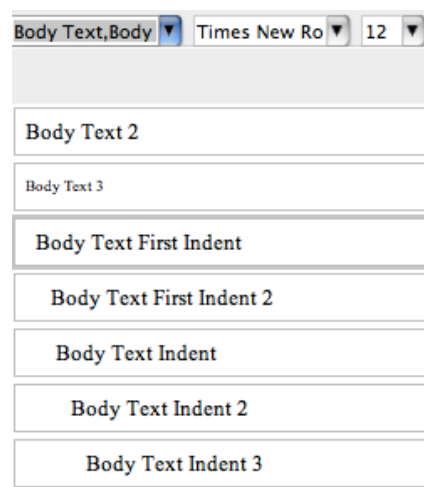
1. Select [View | Toolbars | Formatting](#).



The left-most drop-down list on the Formatting toolbar is the list of style codes [see [Body Text,Body](#)].

TO ASSIGN A STYLE CODE TO A PARAGRAPH:

1. Place the cursor in the paragraph.
2. Select the desired style code from list **OR**
Press the shortcut keys for the desired code



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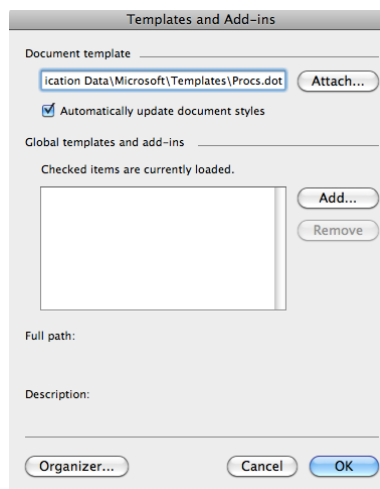
1. Save the template to the following folder:
/Users/username/Library/Application Support/Microsoft/Office/User Templates/My Templates

TO CREATE A NEW DOCUMENT FROM THE TEMPLATE:

1. Select [File | Project Gallery](#).
2. Click on [My Templates](#) and select the custom template.

TO ATTACH TEMPLATE TO EXISTING DOCUMENT:

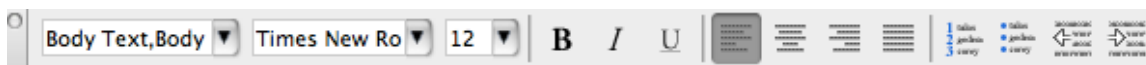
1. Select [Tools | Templates and Add-Ins](#).
2. Click the **Attach** button.
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