

Word 2007 Templates & Macros

Templates

Templates versus Documents

Word documents ("docs" or ".doc" files) are based on document templates ("dot" files or ".dot" files). Defaults, text, formatting, and graphics can be stored in templates, making it easy to quickly generate new documents based on standardized content and layout. Each time a template is used to create a new document, a new doc file is created.

Using Existing Templates

1. Click then **NEW**.
2. Select one of the **RECENTLY USED TEMPLATES**. Or, select a category under **FILE TEMPLATES**, or **RECENTLY USED TEMPLATES**, then a template. Choose **MY TEMPLATES** for templates created by yourself or your organization. Or, to find a template online, type a keyword in the **Web Search** bar (e.g., business plans), then **GO** .
3. Click **CREATE**.
After creating a blank document based on a document based on the Normal template (Normal.dotm).

Creating New Templates

...Using an Existing Document

Any existing document can be saved as a template.

1. Close or open the document to use as a template.
2. Choose then **SAVE AS WORD TEMPLATE**.
3. If necessary, change **SAVE AS FILE** to **WORD TEMPLATE**.
4. Type the name for the template.
5. To have the template appear in your **My Templates** area, click **RECENTLY USED TEMPLATES** on the left of the **SAVE AS** dialog box. Or, for Windows Vista, click **RECENT** in the **FAVORITES** (PANE) section.
6. Click **SAVE**.

...Using an Existing Template

Any existing document template can be used to create a new template.

1. Click then **NEW**.
2. Click **MY TEMPLATES**, then select a template you wish to base your new template on.
3. Change the **SAVE AS** option to **TEMPLATE**. Click **OK**. The template you selected will be used to create a new template.
4. Make the desired changes to your new template file.
5. Save and close the template file.

Changing which Template is Attached

Attaching a different template to a document makes available macros, custom keys, styles, Quick Parts, and Quick Access toolbar customizations stored in the newly attached template.

1. Choose **FILE TEMPLATES**, then **DOCUMENT TEMPLATES** for **Showing the Developer Tab** if it is not visible.
2. Note the name under **DOCUMENT TEMPLATES**, to attach a different template.
3. Click **ATTACH**.
4. Select and select the desired template. Click **OPEN**.
5. Check **AUTOMATICALLY UPDATE DOCUMENT STYLES** to use the styles from the newly attached template. Note: Changes to the styles in the attached template will change the document when the **Next** button is clicked.
6. Click **OK**.

Changing Defaults in the Attached Template

To change the defaults for font, paragraph, and page settings in the current document's attached template, modify the Normal template.

1. For font, choose **HOME**, then **STYLES** in the **FONT** group. For paragraph, choose **HOME**, then **STYLES** in the **PARAGRAPH** group. For page setup, choose **PAGE LAYOUT** then **STYLES** in the **PAGE LAYOUT** group.
2. Select the desired font, paragraph, or page initial attributes.
3. Click the **DEFAULT...** button, then **OK** .

Changing Elements in the Attached Template

- Quick Parts, text element attributes, Quick Access toolbar customizations, and custom key-codes and updates in the attached template (usually Normal.dotm) by default.
- To change default font, paragraph, and page settings, open a document based on the normal template (a new blank document will usually create them). Follow the steps in **Changing Defaults in the Attached Template**.
- To change styles, follow these steps:
 1. Choose **HOME**, then **STYLES** on a Quick Start, or **STYLES** in the **STYLES** group, then **RIGHT CLICK** on a style.
 2. Select **MODIFY**.
 3. Select **NEW DOCUMENTS BASED ON THIS TEMPLATE**. Click **OK**.

Changing the Normal Template

Many elements of a document's attached template, including the Normal template (Normal.dotm), default templates, can be changed from within the document. For instructions, see **Changing Elements in the Attached Template**. To directly change the Normal template, follow these steps:

1. Click then **OPEN**.
2. Click **RECENT TEMPLATES** on the left of the **OPEN** dialog box. Or, for Windows Vista, click **RECENT** in the **FAVORITES** (PANE) section.
3. Select **Normal.dotm**, and click **OPEN**.
4. Make desired changes.
5. Save and close the file.

Making Elements Available in All Documents: Using Global Templates

To have macros, custom keys, styles, Quick Parts, and Quick Access toolbar customizations available for all your files, starting a Word session, add a Global Template.

1. Choose **FILE TEMPLATES**, then **DOCUMENT TEMPLATES** .
2. Click **ADD**.
3. Locate and select the template.
4. Click **OK**. The template appears in the **GLOBAL TEMPLATES** (LAYOUT) pane.
5. Repeat steps 1 to 5 to add other templates to the list.

Removing a Global Template

1. Choose **FILE TEMPLATES**, then **DOCUMENT TEMPLATES** .
2. Select the template to remove.
3. Click **REMOVE**.
Usually, deleting, but not removing the template, removes it.
4. Click **OK**.

Organizing Macros and Styles in Templates and Documents

1. Choose **DEVELOPER**, then **MACROS** in **DOCUMENT TEMPLATES** .
2. Click **ORGANIZER**.
3. Select the **STYLES** or **MACRO PROJECT** pane tab.
4. On the left side, select the source template or document. To open another file, click **LOCATE FILE**, then **OK** .
5. On the right side, select the destination file in the same way.
6. Select the style or the module that contains the macros to be copied. Click **COPY**.
7. If you then want to remove the original style or module in the source file, click **DELETE**, then **YES** to confirm.
8. To customize and REMOVE to change a style or module name (e.g., if the same name is already being used in the destination file).
9. Click **GO TO** when finished.

Inserting Fields with Options

Fields play a powerful part in templates. They allow for the automation of such things as page numbering, calculations and lists.

1. Place your cursor where the field information is to go.
2. Choose **INSERT**, then **DEVELOPER** then **FIELD**.
3. Select a category and a field name within that category.
4. Change **FIELD PROPERTIES AND FIELD OPTIONS** as necessary. For more detailed options, click **FIELD OPTIONS**, then **OPTIONS**. Click **OK**.

Note: To manually add a field, place your cursor in the field area, press **CTRL-F9** to display the field codes. When you are done, press **CTRL-F9** to toggle the field back.

Including Building Blocks in a Template

Building Blocks are already stored in "Building Blocks.docx". Building Blocks stored in your Building Blocks.docx are not accessible to other users' documents, including when the file is stored by email. To move a Building Block to your template file for use by others:

1. Open the template file. If creating a new template file, save the file before continuing.
2. Choose **INSERT**, then **DEVELOPER** then **BUILDING BLOCKS ORGANIZER**.
3. Select the Building Block to move, then click **EDIT PROPERTIES**.
4. Change **SAVE AS** to be your new template file name. Your template will only appear in the **SAVE AS** list if it has already been saved as a template.
5. Click **OK**, then **OK** .
6. Repeat steps 1 to 5 to move additional Building Blocks. Click **OK** when done.

Copying Building Blocks Between Templates

1. Insert the Building Block into a document as usual.
2. Select the inserted text and graphics.
3. Copy, then Paste into the destination template file.
4. Select the copied text and graphics.
5. Choose **INSERT**, then **DEVELOPER** then **SAVE BUILDING BLOCK TO GLOBAL FILE GALLERY**.
6. Fill in the details of the Building Block. Change **SAVE AS** to be the destination template file.
7. Click **OK**.

Microsoft Word 2007 Instruction Manual

Puja Mehta



Microsoft Word 2007 Instruction Manual:

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