

Downloading and Installing the

University's Word templates

Downloading Templates

1. Go to <http://www.manchester.ac.uk/visualidentity/>
2. Click on **Templates and Examples** (menu on left)
3. Click on **Downloadable Templates**
4. Enter your **username** and **password**
5. Under *Department* select your **School** or **Faculty of Humanities**
6. Click **Download**
7. Click **Open**
8. Click **Open** again

Documentation details:	
Author:	Cath Dyson
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Who is the documentation for?:	All staff
Where can this documentation be used?:	All areas with appropriate software

Note: the file you have just opened is a Zip file. It has automatically been opened in a program called PowerArchiver. Zip files compress several files into one file, it makes them easier (and smaller) to send over the internet. You will see a list of all the files (in this case Word templates) contained in the zip file (if you are downloading templates for use with the Faculty of Office the file is fh.zip, or if they are for use in Law for example the file will be sl.zip).

Installing the templates in the correct place

Generally Word looks for templates in C:\Documents and Settings\yourusername\Application Data\Microsoft\Templates, though you can change this and set it to look for templates on your p: or s: drive. For this exercise we will 'extract' all the templates to the above location on the c: drive

1. Click **Extract**
2. In Folders/drives: double click **My Computer**
3. Double click **C:**
4. Double click **Documents and Settings**
5. Double click your **username**
6. Double click **Application Data**
7. Double click **Microsoft**
8. Double click **Templates**
9. Now click on the **Extract** button
10. Close 'PowerArchiver' down (click cross in top right hand corner)

You have now downloaded the templates and installed them in the folder Word uses to store all user defined templates. In order to use these templates please refer to the documentation 'Creating and using Templates in Word 2002'.

Any feedback, corrections or suggestions please email humit-docs@manchester.ac.uk