

U3A CUG ~ TEMPLATES IN MS WORD

The Normal Template

When you open MS Word for the first time the screen shows a white page that by default has preset in it the font and size and page settings and many other things. This is the Blank Document which is based on the NORMAL template. MS Office Help says:

"About templates

Every Microsoft Word document is based on a template. A template determines the basic structure for a document and contains document settings such as AutoText entries, fonts, key assignments, macros, menus, page layout, special formatting, and styles.

Global templates, including the Normal template, contain settings that are available to all documents. Document templates, such as the memo or fax templates in the **Templates** dialog box, contain settings that are available only to documents based on that template".

Open Windows Explorer and find the location of the template Normal.dot. It is likely to be in one of the following locations:

Office 97 (Word 97)

C:\Windows\Application Data\Office(or Word)\Templates. Right click on Normal.dot and select the option "Copy" or go to Edit>Copy. Right click a blank space in the Explorer pane and select "Paste", (not paste as a shortcut), or go to Edit>Paste. You then should have a file "Copy of Normal.dot".

Office 2000(Word 2000)

C:\Windows\Profiles\your name\Application data\Microsoft\Templates and do the same as above.

Office XP (Word 2002) and Office 2003 (Word 2003)

C:\Documents and Settings\default or username\Application Data\Microsoft\Templates and carry on as for Office 97.

The default settings for Word documents

The following is drawn from an article by Microsoft Most Valuable Professional Suzanne Barnhill entitled "How to change the default settings for Word documents".¹

"Word's default settings for Blank Documents seem to have been intended primarily for letters, hence the rather wide (1.25") left and right margins. The default font was changed from 10-point Times New Roman in Word 97 and earlier to 12-point Times New Roman in Word 2000 and later. According to Microsoft, "This change was implemented because many Web browsers use 12pt as their default font size." This decision therefore obviously had nothing to do with what may be most appropriate for printed documents. So it is not unreasonable to want narrower margins or a different font or font size. Luckily these are easy to change.

To change the default font

1. Open a new Word document and go to **Format | Font**.
2. Change the font and/or font size to your preference.
3. Press the **Default** button at the bottom of the dialog.
4. Word will ask if you want the new settings to apply to all new documents based on Normal.dot. Answer **Yes**.

To change the default margins

Open a new Word document and go to **File | Page Setup**.

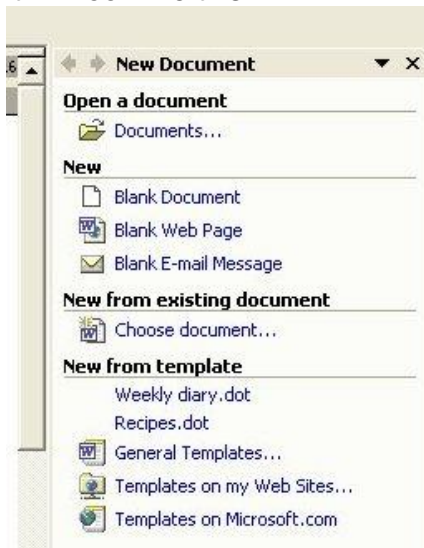
Set the margins the way you want them in your default document. Do not make any other changes in this dialog unless you want them to apply to all new documents.

3. Press the **Default...** button at the bottom of the dialog.

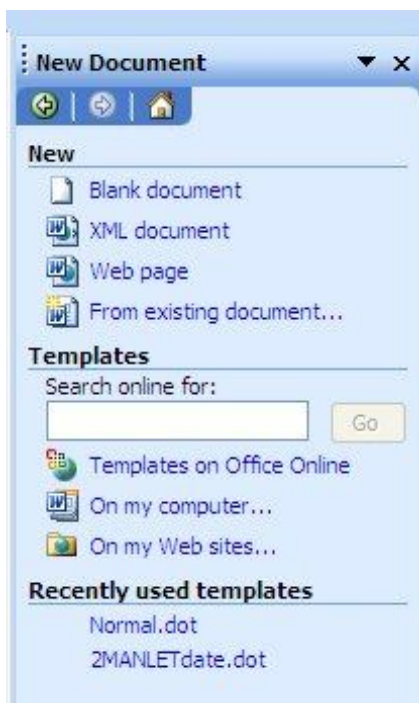
¹ The **Microsoft Most Valuable Professional** (MVP) is an award presented by Microsoft. Microsoft MVPs are exceptional technical community leaders from around the world who have been awarded for voluntarily providing technical expertise towards technical communities supporting Microsoft products or technologies. An MVP is awarded for contributions over the past year.

Templates Task Pane

When you open Word a blank document will appear which is based on the Normal template. If, instead, you go to File>New you will find a task pane will open on the right hand side of the Word screen. This task pane allows you to decide what template you will use for your new document. In Word 2002 (XP) it will look like this:



In Word 2003 it will look like this:



In order to test your result, open Word, File>New, General tab, double click on Blank document (or Normal template) and see that the changes that you wanted now appear.

Do not change a style

When you change the default font, you change the font for the Normal style. It is not advisable to make any other changes in the Normal style because so many other styles are based on it. If you make Normal justified, for example, or give it some Spacing Before or After, this change may ripple down to other styles. "

Uses for Templates

Templates are of great use when you want easily to call up the layout of a document that is different to the Normal template and which you want to duplicate over and over. If we look at the templates that you find already installed in MS Word you get an idea of the many uses that are possible. Go to File>New and click on General Templates (in Word 2003 click on "On my computer").

Creating A New Template

Say you want to create a template for a Computer Users Group letterhead. Open a blank document, do three or four Enters first and return to the top one. There is a logo for U3ANR and it would look nice if that could appear on all of the documents that you create that deals with CUG matters.

With cursor at top, go to Insert>File as that is how this icon is saved. Find the file, in this case U3A icon 1.doc and double click it so that it is inserted. Resize and reposition as you wish.

Perhaps an appropriate heading could be always incorporated, eg
COMPUTER USERS GROUP so type that in one paragraph marker below the icon and right align it. Then look to font and size, page setup and any other things that you prefer.

Sometimes it is a good idea if you are doing a lot of correspondence that the file name of your document is always automatically entered. A good way to do this is to go to View>Headers and Footers, use the toolbar to go to footer, right align the cursor and use Insert>Field and select "All" in Categories. Scroll down to FileName in Field names, highlight and click OK. The file name will now appear in the footer but it is probably in too large a font size. Select it and change to about 3 sizes smaller. Close the Headers and Footers toolbar.

If you are now satisfied with the template go to File>Save As and give it a name such as CUG letter.dot. The Save as Type box should show "Document Template (*.dot)" and the ending .dot should appear in the filename box but check to make sure. Now that the template is saved it will feature in the File>New dialog box in the General tab and will be created every time you select it.

You can repeat these steps to create a template that will suit our need for document appearance that can be repeated over and over again.

References

Microsoft Most Valued Professional (MVP) "How to change the default settings for Word documents:

[**word.mvps.org/FAQs/Customization/CustomizeNormalTemplate.htm**](http://word.mvps.org/FAQs/Customization/CustomizeNormalTemplate.htm)

BRA