Where Are My Templates Saved – Windows 7

In the course "Word: Building long documents", we discuss building customised templates, so that you can create a family of documents with matching layout, styles and even standard content. We also looked at editing your **Normal.dotm** template. People who use *Word* with *Windows 7* may not easily locate these templates.

With a typical install of *Word 2010* with *Windows 7*, there is a folder called **Templates**, where *Word* looks by default for templates. It is usually convenient to save your templates there, and **Normal.dotm** is also usually found there.

Saving a Template in the "Templates" Folder

As described in the course handbook, use *Word* to work on a plain document until it has all the formats, styles and content that you require.

On the **File** tab of the Ribbon, choose **Save As**. At the top of the left panel in the **Save** As window, click **Microsoft Word**. The **Templates** folder is displayed. Save the document there, taking care to set the **Save As Type** box to **Word Template**.
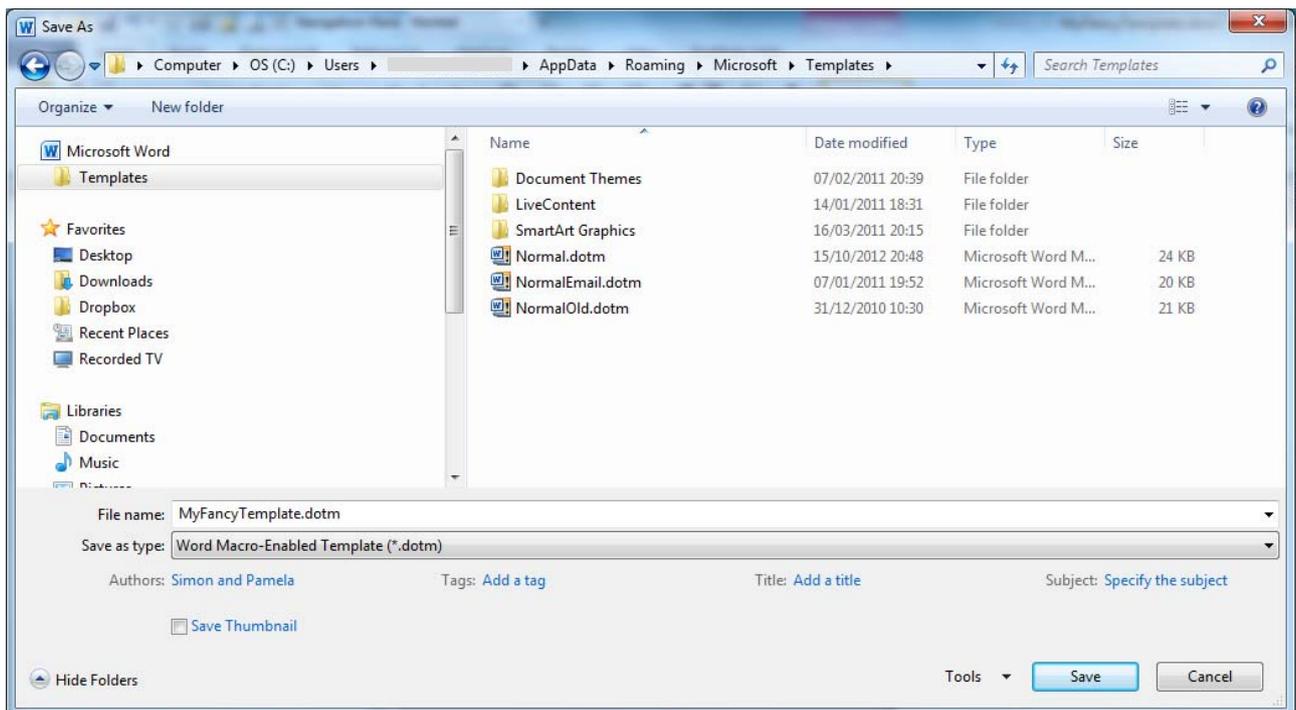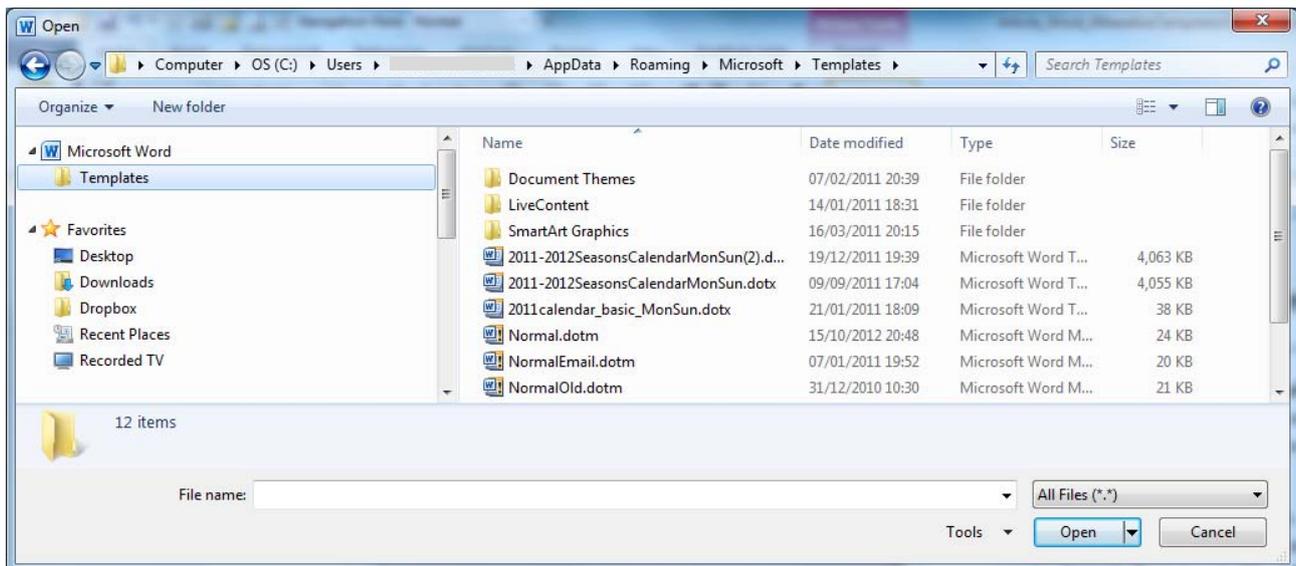

Caution

Immediately, close the template to avoid the risk of making further changes inadvertently!.

Opening the Existing Normal Template for Editing

The Normal template, which is used to create each default "blank document", is usually saved in the same **Templates** folder. If you edit the Normal template, those changes will affect documents created in future.

First choose the **File** tab and **Open**. At the top of the left panel in the **Open** window, click **Microsoft Word**. Then open the **Templates** folder which is displayed. Identify **Normal.dotm** and open it:

Caution

It is good practice to rename the existing Normal template to some other filename such as **NormalOld**, so it can be reinstated later, in case of disaster.

Read More

The course "Word: Building long documents", taught in Oxford University's IT Learning Programme, covers making, using and understanding *Word* templates. The course handbook and exercise files are available for download from the ITLP Portfolio:

Use a web browser to visit http://portfolio.it.ox.ac.uk . Type *Word Building* into the search box (or search in any other way as convenient) to find the materials titled "Word: Building long documents". Now book your place on the taught course if you are a member of the University. Alternatively, download and study the course pack if you cannot attend a course.