

Where Are My Templates Saved – Mac OS Mountain Lion

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 *Mac Mountain Lion* may not easily locate these templates.

With a typical install of *Word 2011* with *MacOS Mountain Lion*, 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.

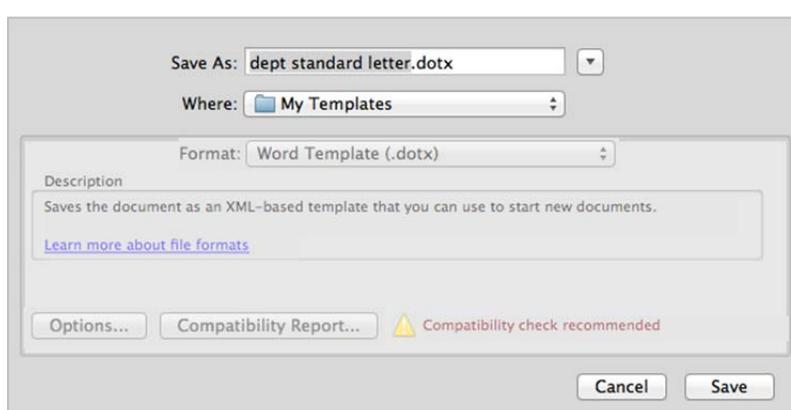
Locating Your Templates Folder

You can discover where your copy of *Word* stores its templates by looking in the Preferences. Choose **Word | Preferences** and under **Personal Settings** choose **File Locations**. The location is given beside the item **User Templates** in the list. If the location is abbreviated and you cannot read it properly, click the **Modify** button and explore the location. For example, on Fred’s iMac the location is given as: **Fred | Library | Application Support | Microsoft | Office | User Templates**.

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.

Choose **File | Save As**. Give a suitable filename in the Save As box. Use the Format control to choose **Word Template (.dotx)**, or **Word Macro-Enabled Template (.dotm)**. When you select a template format, the **Where** control automatically points to the **My Templates** folder, or whichever location your copy of *Word* keeps its user templates.



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.

In the File Open dialog, you need to browse to the **Templates** folder. With the *Mountain Lion* version of *MacOS*, the route to the **Templates** folder may be concealed. You can make it visible, using these steps:

First open the **Finder** and select your home directory (often your name)

Among the **Applications**, look in the **Utilities** folder and start the **Terminal.app**

A window appears, showing your user name with a \$ prompt: the Terminal is waiting for you to type a command

Type the command carefully: `chflags nohidden ~/Library/`

When it is exactly correct, press [Enter]

If a prompt with no message appears on the next line, your command has succeeded

If an error message appears or any other message that you do not understand, try again or seek help

Now the **Library** folder will be visible when browsing to open or save documents, and you can navigate to open the **Normal** template in the templates folder that you found earlier.

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.