

Befriending the Big Hairy Beast - Tip No. 13

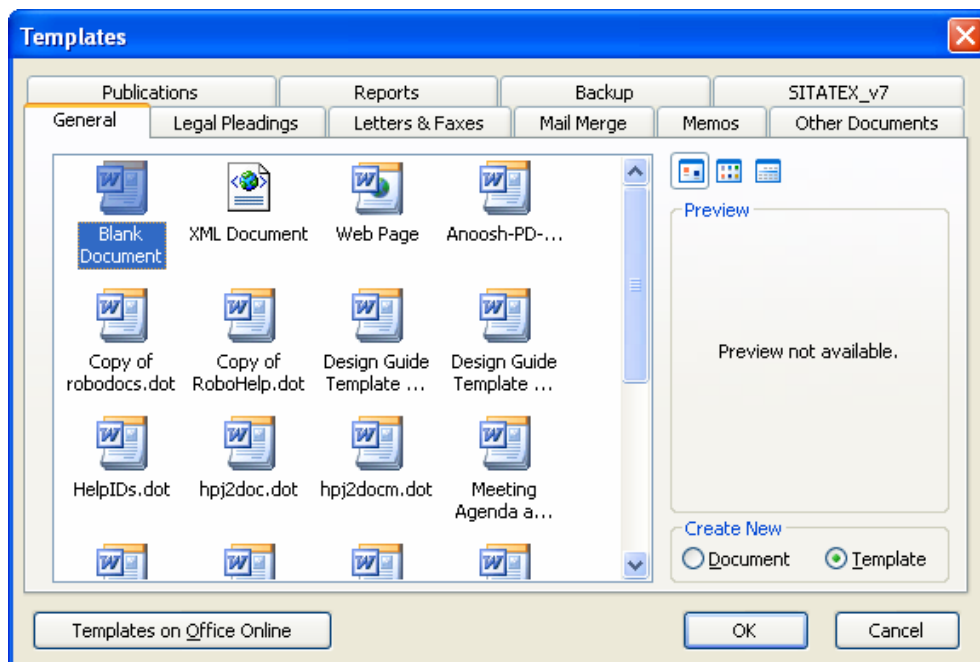
Organize Microsoft Word Templates

by Tammy Schubert

February 2006

Last month we discussed how to make a manuscript template in Microsoft Word. Now we are going to explore how to organize all of the templates you create in the Templates dialog box.

In the image below, notice how Microsoft uses tabs to organize their templates. We are going to create another tab called "My Writing" where your Manuscript template is going to be stored.



Determine the location of Word Templates

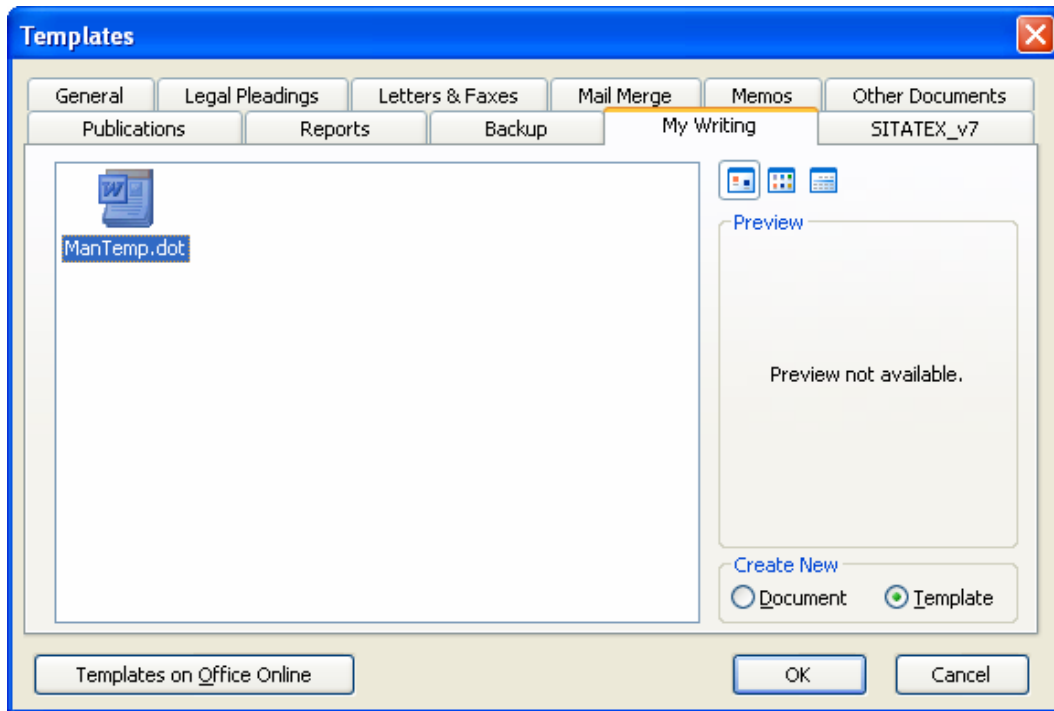
1. Open Microsoft Word.
2. Select **Tools > Options**.
3. Click on the **File Locations** tab.
4. Double-click on **User Templates**.
5. In the Modify Location dialog box, the Templates folder is opened for you.
6. Use the **Look in** field to determine exactly where your templates are located.
7. Write down the location of the Templates folder for reference.

To Organize Your Templates Using Windows Explorer

1. Open Windows Explorer.

2. Navigate to the Templates folder you found above.
3. Inside this folder, create a folder called "My Writing".
 - a. Right-click and select **New**.
 - b. Select **Folder**.

***NOTE:** Folders are displayed as tabs in the Templates dialog box.*
 - c. Type **My Writing** in this area (remove **New Folder**).
4. Find the Manuscript template you created last month.
5. Drag and drop the Manuscript template into this folder (or use the copy/paste method).



Create a Document Using This Template

1. Select **File > New**.

***Note:** Some versions of Word require you to click on **On my computer** in the New Document dialog box.*
2. Click on the **My Writing** tab.
3. Click on your manuscript template, and then click the **OK** button.

This tip was tested using Microsoft Word 2002 and 2003.

A special thanks to Mike Schubert for reviewing this tip.

Tammy Schubert is a technical writer in the fast-paced airline industry by day. But when the sun goes down, she writes Western historical romance novels and pursues her dream of becoming a published author. For additional tips, go to www.tammyschubert.com.