

HOW TO ACCESS THE NWU TEMPLATES

The official **MS Word** and **MS PowerPoint** templates of the NWU can be accessed after a staff member has:

- logged into the [Novell network](#)

1 Before your start

Ensure that the following settings are in place.

1.1 Workgroup templates (only for MS Word)

- Click **File > Options > Advanced**
- Scroll down to the **General** section
- Click the **File Locations...** button
- The **Workgroup templates** entry's location should read **f:\apps\office\template**.
 - Should this not be the case click on the **Modify...** button and browse to the network place: f:\apps\office\template.
- Then click on **OK**.

1.2 Trusted Locations (for MS Word, MS Excel and MS PowerPoint)

- Click **File > Options > Trust Center**
- Then click on the **Trust Center Settings...** button at the right hand side (cancel when it asks for your firewall id and password - this can be up to 4 times)
- Choose **Trusted locations**
- The following entry should be in the list:
 - f:\apps\office\template. Should this not be the case click on the **Add new location...** button and browse to the network place: f:\apps\office\template. Click **OK**.
- Ensure the **Allow Trusted Locations on my network** option (at the bottom of the screen) is checked.

1.3 Macro Settings (for MS Word, MS Excel and MS PowerPoint)

- Click **File > Options > Trust Center > Macro Settings**
 - Ensure that the **Disable all macros with notification** option is checked.
 - Ensure that the **Trust access to the VBA project object model** is also checked.

2 Using a template while logged into Novell

In the Office application (MS Word, MS Excel or MS PowerPoint):

- Select **File > New > Shared..** ([FOR OFFICE 2013 AND NEWER](#))

- Select the appropriate entity.
- Choose the appropriate template.
- Click **OK**.

Original details: 10068570 P:\Word_Documents\Settings in Word 2007 to use the NWU Style Sheets.docm
21 December 2010

Current details: 10068570 P:\Documents\UseOfNWUTemplates.docm
28 June 2017