This Word layout template for Help & Manual defines the entire layout - front page, table of contents, chapter headings, keyword index. To **customize this template**, use the original file ("Word-Template-Topic-Text-Indent-A4.docx) from the H&M installation folder, make a copy of it, then tailor it with MS Word to your requirements. You **can use variables** in every place of the document. To insert a variable, insert a COMMENT field in Word, then type the variable name as the field content.

Move on to the next page in this document to customize the table of contents (a placeholder for the real TOC later) and modify text and paragraph format of the chapter headings in the middle of this template. You might also want to change the numbering style.

The specialty of this template is the legal chapter numbering that numbers top-level chapters as "PART x" and a topic text placeholder variable, that defines a left indent. This will create a user manual where all formatted topic content is extra-indented by about 1 inch.

**<%AUTHOR%> AND EC SOFTWARE GMBH**

**[Type the company address]**

**[Type the phone number]**

**[Type the fax number]**

<%AUTHOR%>

**<%YEAR%>**

**<%TITLE%>**

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<%TOPIC\_TEXT%>

index

**No index entries found.**

This is the last page of this template, the "back cover", so to speak. Put anything here that you want to have on the back cover or simply delete this last page.