<%SUMMARY%>

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-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. Like the *<%SUMMARY%>* field above this text.

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.

**Important:** before you use the template for publishing in H&M, make sure that general page format and margins are set correctly. H&M will export images and tables to make them fit in the space available.

**After publishing**, open the final Word document created by H&M and refresh the Table of Contents, as well as the Keyword Index at the end of the document. TOC and index are not updated automatically.

<%AUTHOR%> and EC Software GmbH

**[Type the company address]**

**[Type the phone number]**

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<%AUTHOR%>

**<%YEAR%>**

**<%TITLE%>**

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