Create a new Word file using wDITA\_Template

It takes a few extra steps to create a new Word document using a custom template.

Make sure you have set up the template in your Custom Office Templates. See [Working with Word templates](file:///C:\ZoeStuff\Online_Classes\wDITA\wDITA%20Template.docx).

1. Select File > New.

You must select File > New. You cannot use CTRL+N and select the correct template.

1. On the New panel, select the Personal collection of templates.

If you do not have a Personal option, you have to configure your personal templates location, as explained in Working with Word templates.

1. Select wDITA\_Template.