Working with Word templates

To mimic lightweight DITA, I have created a Word template. You need to add the template to your custom office templates folder so you can have access to it.

1. Create a folder in your Documents folder called Custom Office Templates.
2. Copy wDITA\_Template.dotx to the Custom Office Templates folder.

If you’re lucky, that’s all you need to do.

Most likely, you will need to convince Word to find the Custom Office Templates folder.

1. Select File > Options.
2. Go to Save in the Options dialog.
3. Set the Default Personal Templates Location to the location of your Custom Office Templates folder.

For example, my path is C:\Users\Zoe\Documents\Custom Office Templates.