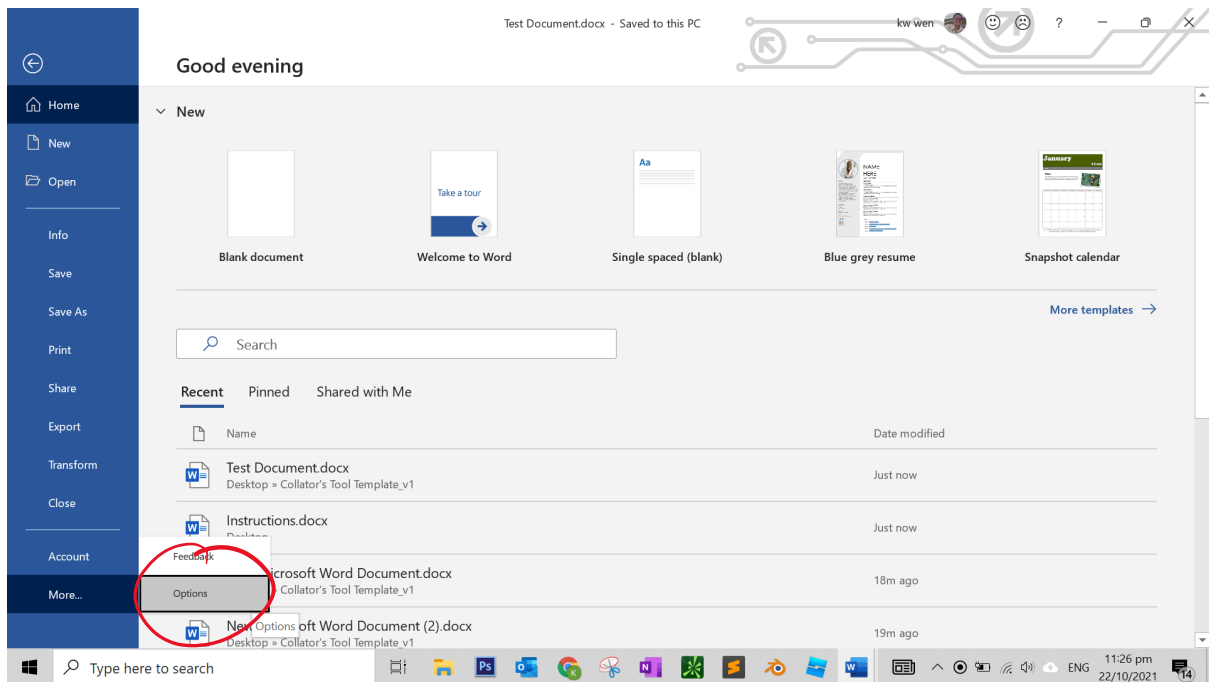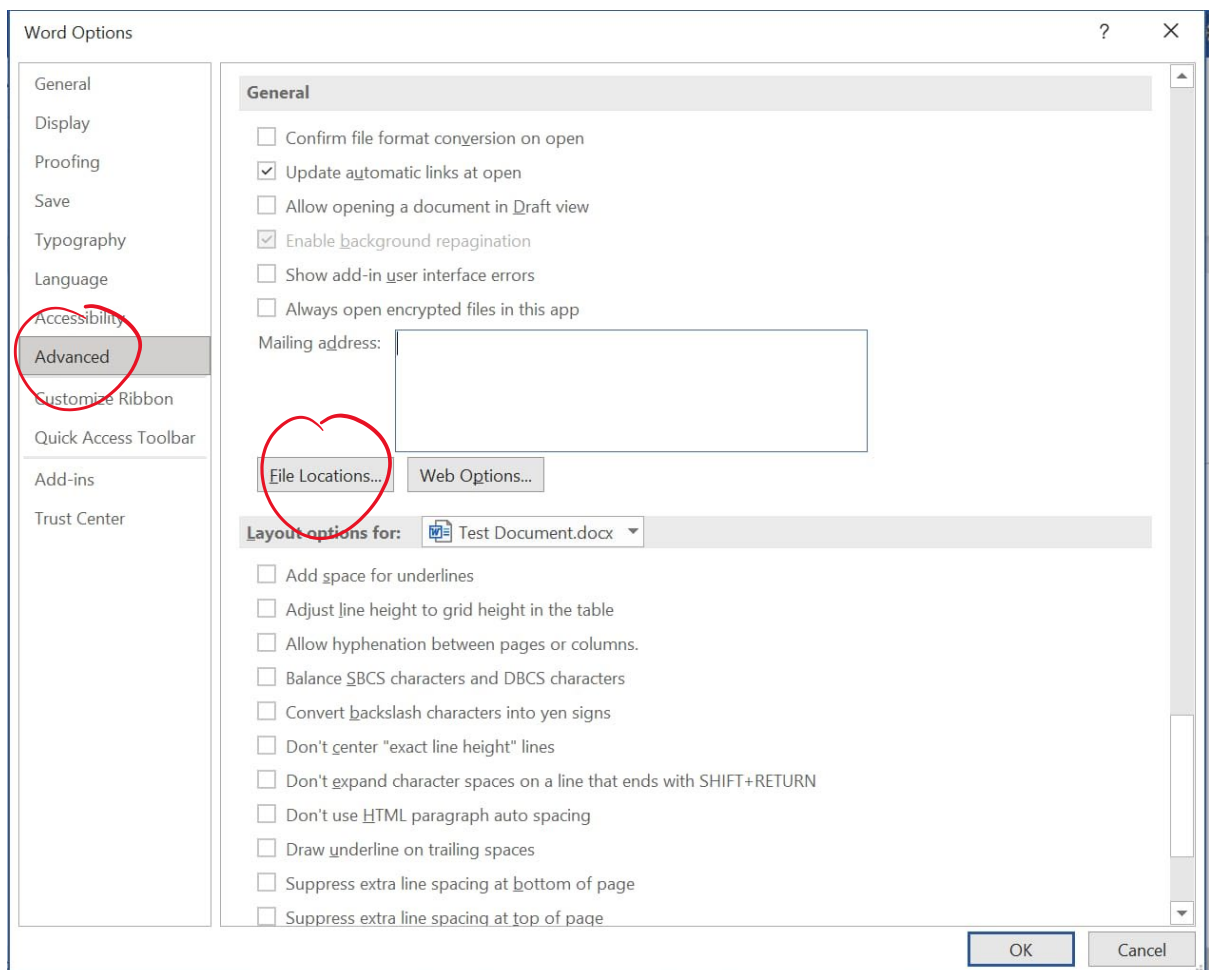1) Go to "File > Options"
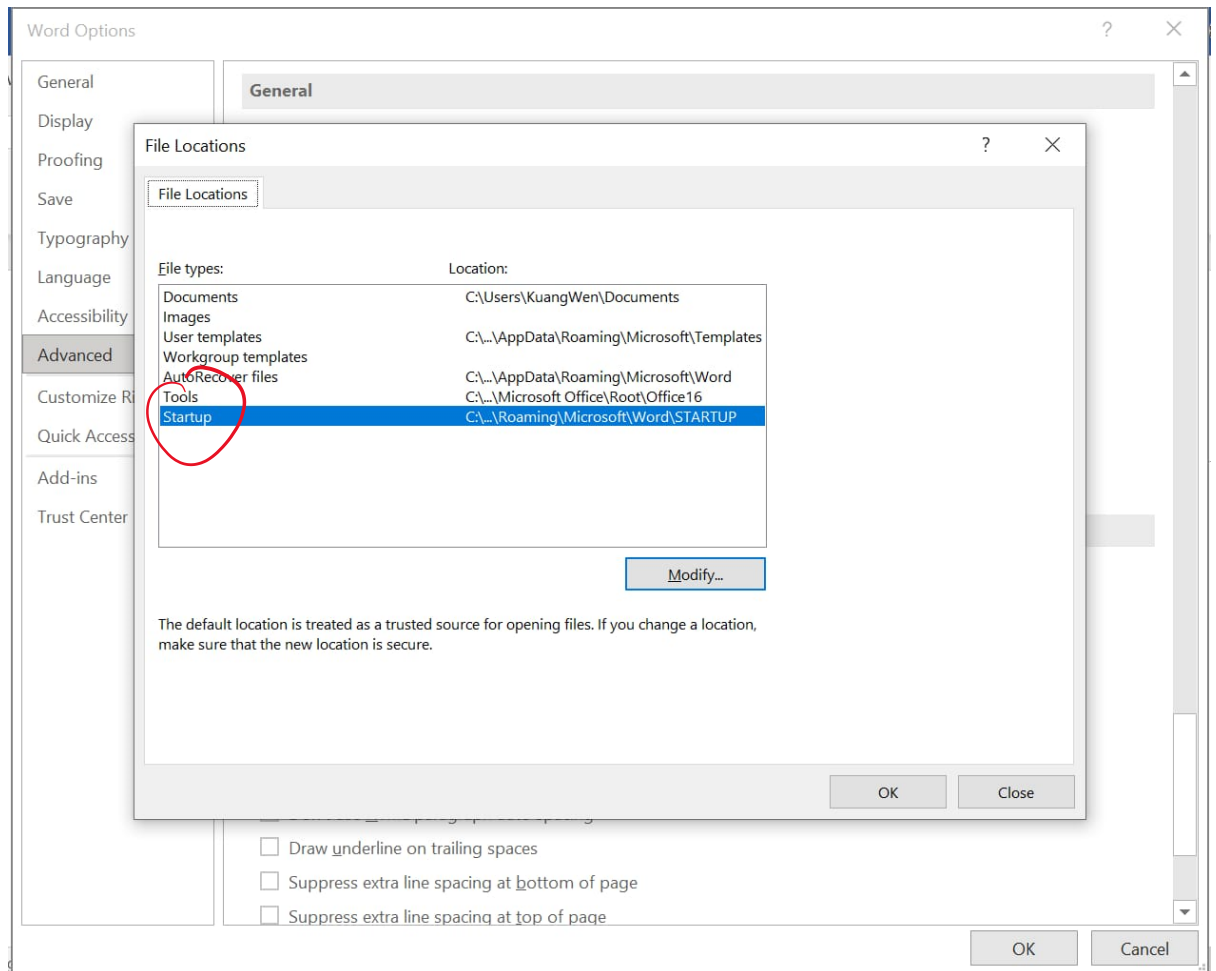

2) Go to "Advanced"
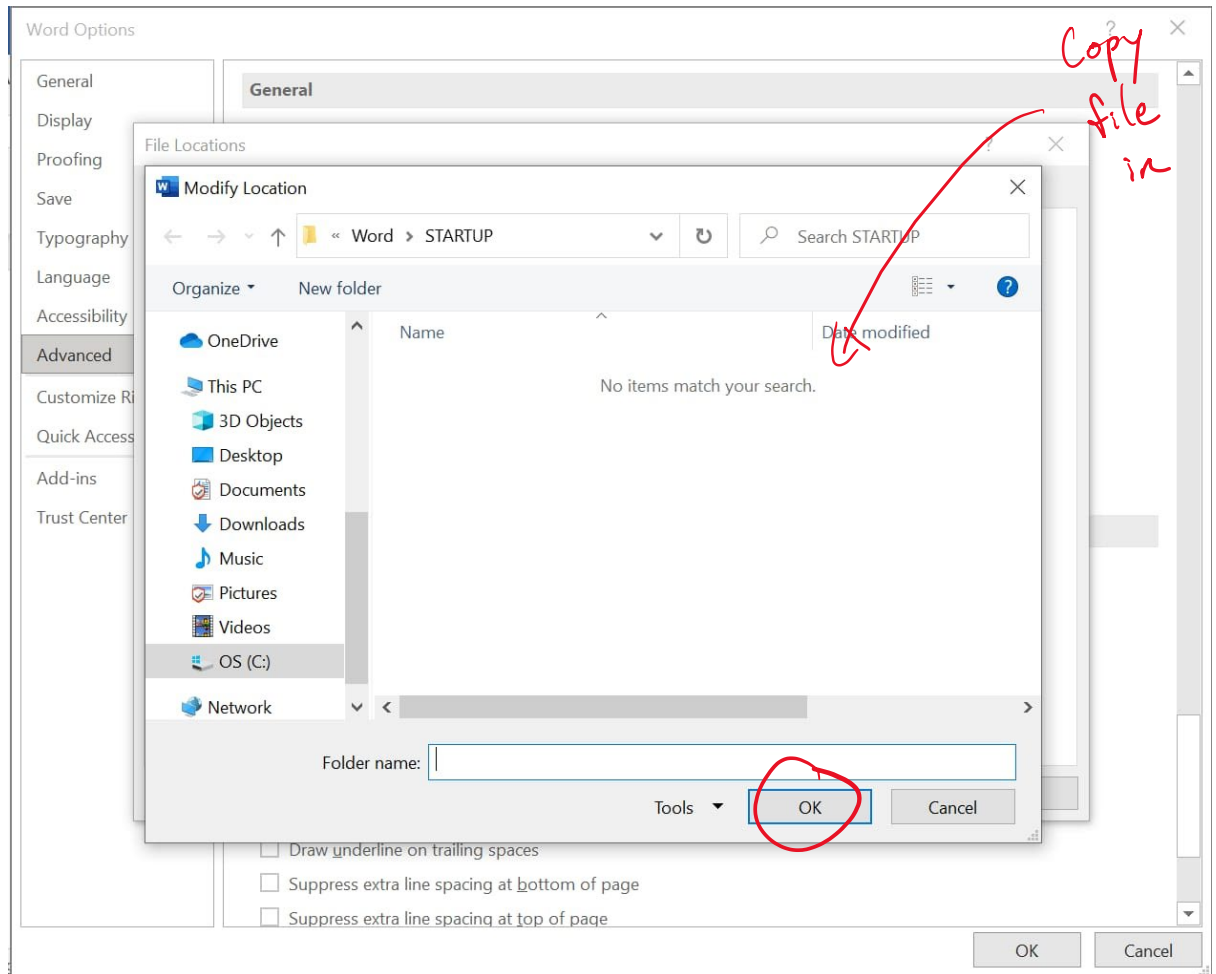3) Scroll down to "General" and click on "File Locations"

4) Double click on "Startup"

Word Options

General

General

Display

Proofing

Save

File Locations

Typography

File Locations

Language

Accessibility

Advanced

File types:

Location:

Customize Ri

Documents
Images
User templates
Workgroup templates
AutoRecover files
Tools
Startup

C:\Users\KuangWen\Documents

Quick Access

C:\...\AppData\Roaming\Microsoft\Templates

Add-ins

C:\...\AppData\Roaming\Microsoft\Word
C:\...\Microsoft Office\Root\Office16
C:\...\Roaming\Microsoft\Word\STARTUP

Trust Center

Modify...

The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.

OK

Close

Draw underline on trailing spaces

Suppress extra line spacing at bottom of page
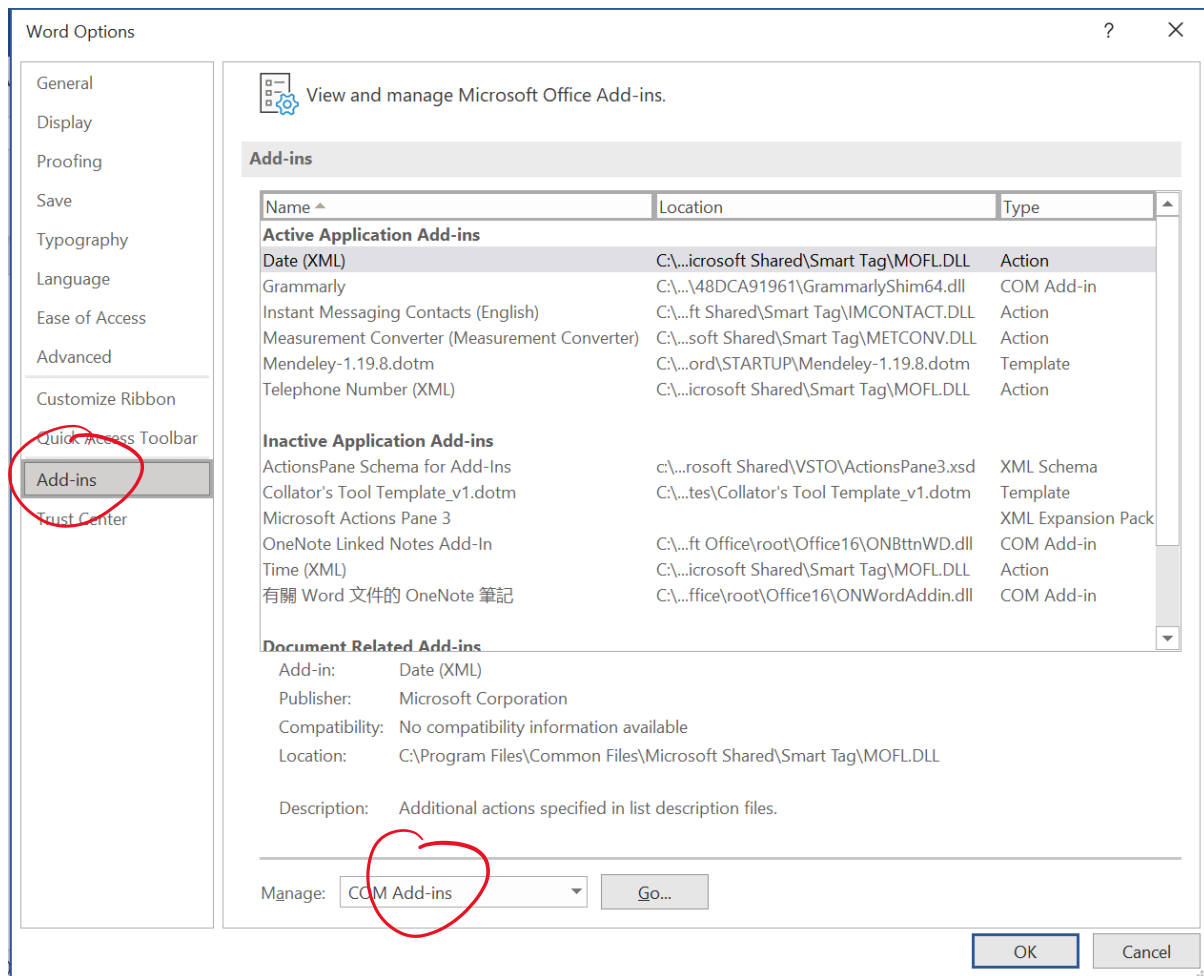
Suppress extra line spacing at top of page

OK

Cancel

5) Open up your folder with "Collator's Tool Template_v1.dotm"
6) Copy "Collator's Tool Template_v1.dotm" to the "Start Up" Window
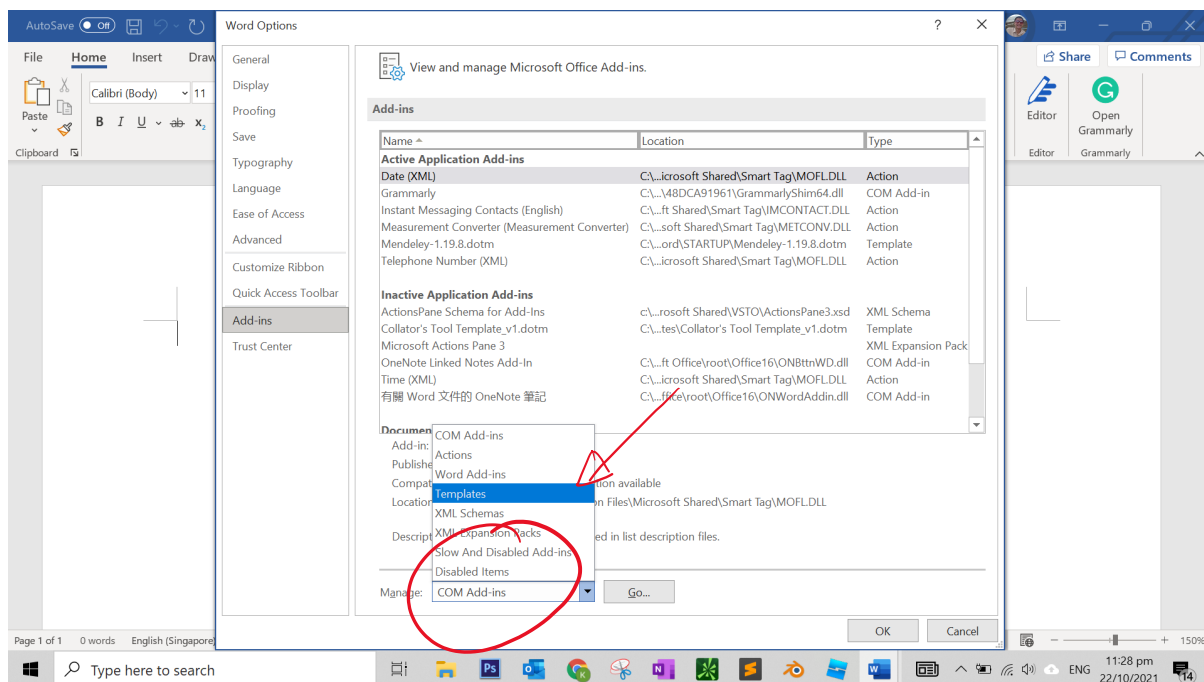   (the file might disappear. It's fine.)

7) Click on "Okay" to exit
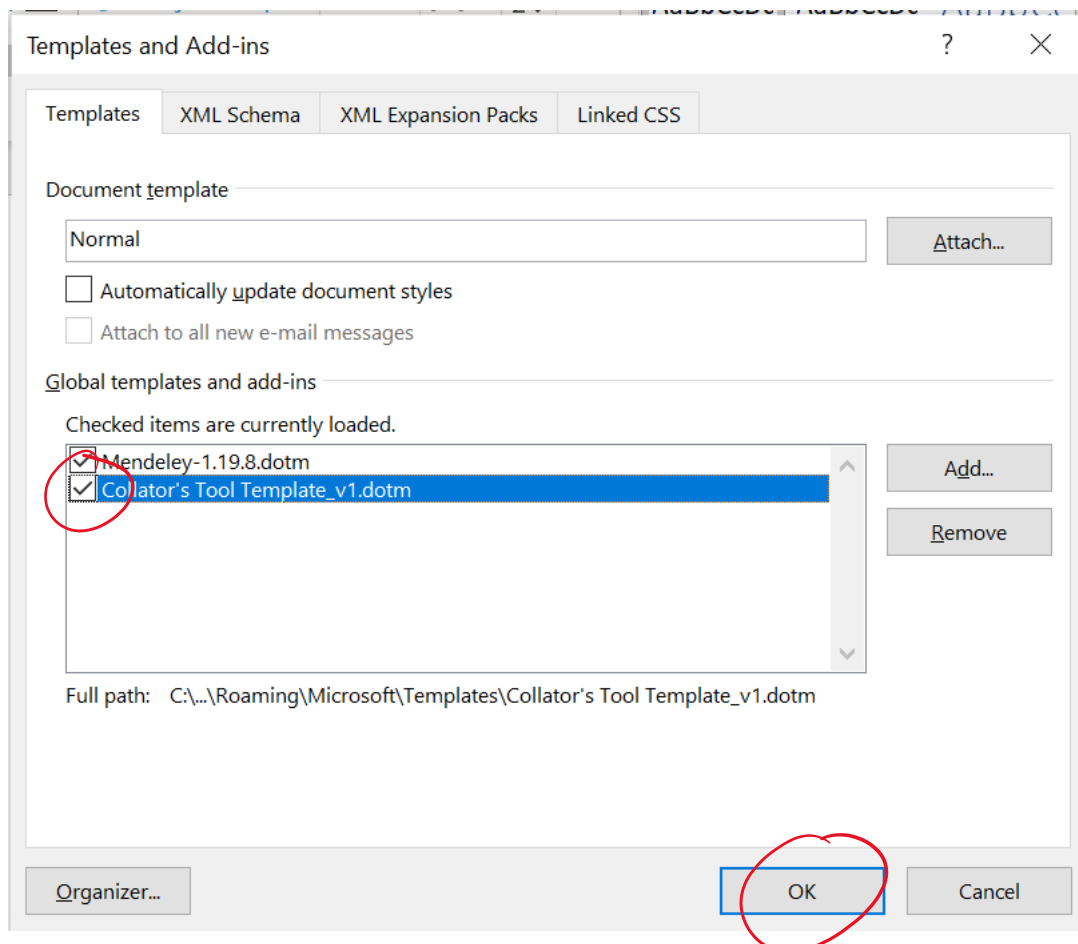
8) Go back to options and click on "Add-ins"

9) Under "Manage", select "Templates"

10) Click "OK" and ensure "Collator's Tool Template_v1.dotm" checkbox is checked.

11) Click "OK"