>> **The Workgroup Templates folder on a shared network drive:** If you have templates that you want to make available to all network users on the network server, put them here. This arrangement still allows each user to create templates that aren't available to other network users.

When you use both a User Templates folder and a Workgroup Templates folder, Office combines the templates from both folders and lists them in alphabetical order in the New dialog box. For example, the User Templates folder may contain templates named Blank Document and Web Page, and the Workgroup Templates folder may contain a template named Company Letterhead. In this case, three templates appear in the New dialog box, in this order: Blank Document, Company Letterhead, and Web Page.

To set the location of the User Templates and Workgroup Templates folders, follow these steps in Microsoft Word:

1. **In Word, create a new document or open an existing document.**

   It doesn't matter which document you open. This step is required simply because Word doesn't let you access the template folder locations unless a document is open.

2. **Choose File ⇨ Options.**

   The Word Options dialog box opens.

3. **Click the Advanced tab.**

   The Advanced options appear.

4. **Scroll down to the General section and then click the File Locations button.**

   The File Locations dialog box appears, as shown in Figure 4-6.

5. **Double-click the Workgroup Templates item.**

   This step opens a dialog box that lets you browse to the location of your template files.

6. **Browse to the template files and then click OK.**

   You return to the File Locations dialog box.

7. **Click OK to dismiss the File Locations dialog box.**

   You return to the Word Options dialog box.

8. **Click OK again.**

   The Word Options dialog box is dismissed.