Using MSA Focus Standard Templates

ForeTV Documentation

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Contents

Contents **2**

Document History **3**

1. Introduction **3**

1.1. Purpose 3

1.2. Audience 3

2. Templates **4**

2.1. Template Location 4

2.2. Using Templates 4

2.2.1. To set your User Templates folder 4

2.2.2. To create a new document base on a template 7

2.3. Table of Contents 8

2.3.1. To update the Table of Contents 8

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Document History

Name	Date	Reason For Changes	Version
Simon Flack	01/09/2014	Creation of document	1.0

1. Introduction

1.1. Purpose

This document is designed to provide a basic guide to using the new ForeTV external document templates.

1.2. Audience

This document is aimed at anyone within MSA Focus who has cause to create a document that will be viewed by or sent to a client or any other external party.

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2. Templates

2.1. Template Location

Place the templates in a central server location:

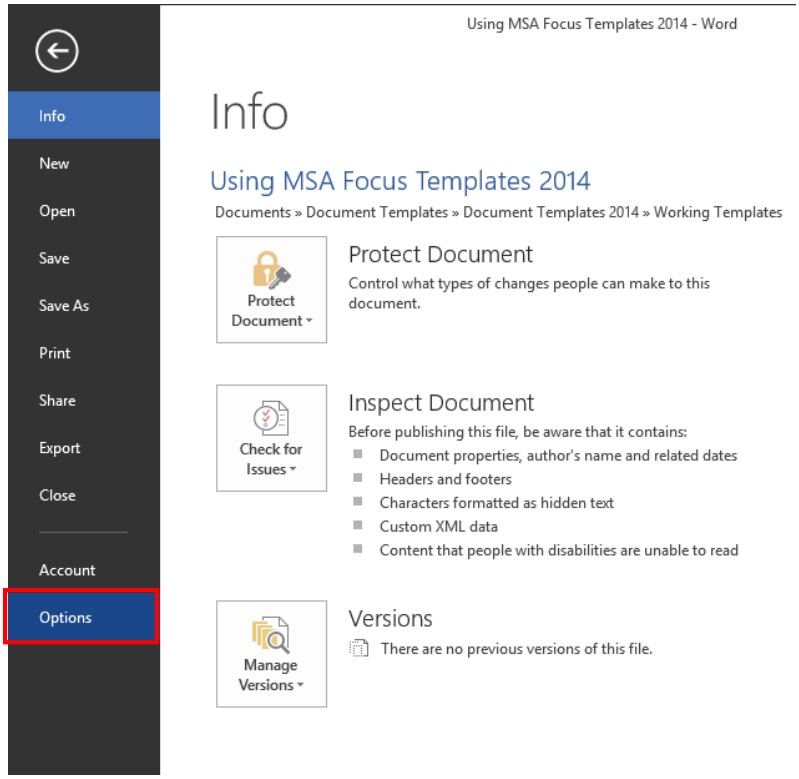
server location

2.2. Using Templates

To use these templates you will need to alter the templates folder that is used by Word.

2.2.1. To set your User Templates folder

- Open Word
- Click the "File" Ribbon Tab in the top left hand corner of the Word interface.
- A screen similar to the following will open



- Select **Options**. The Word Options window will open:

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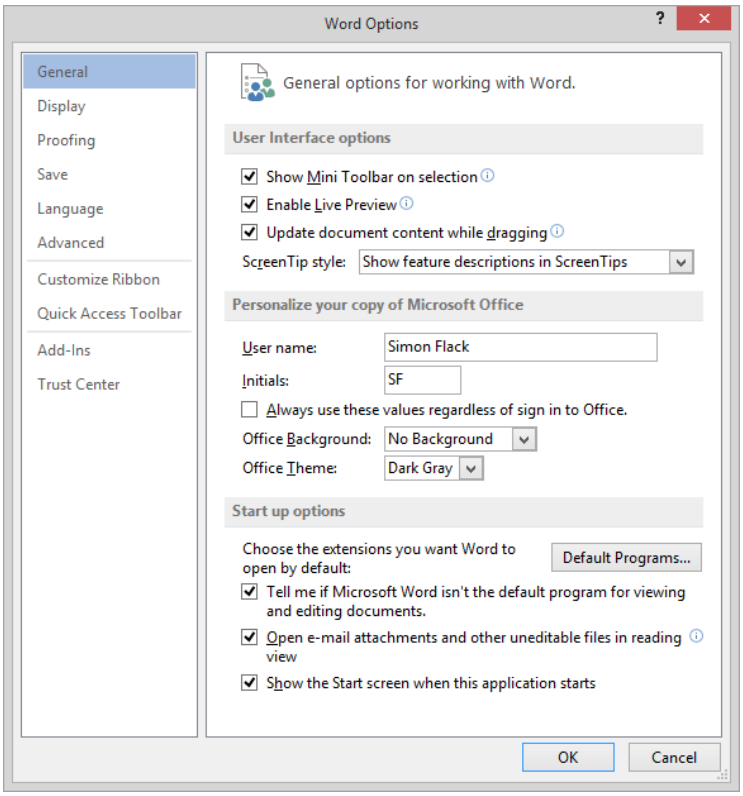
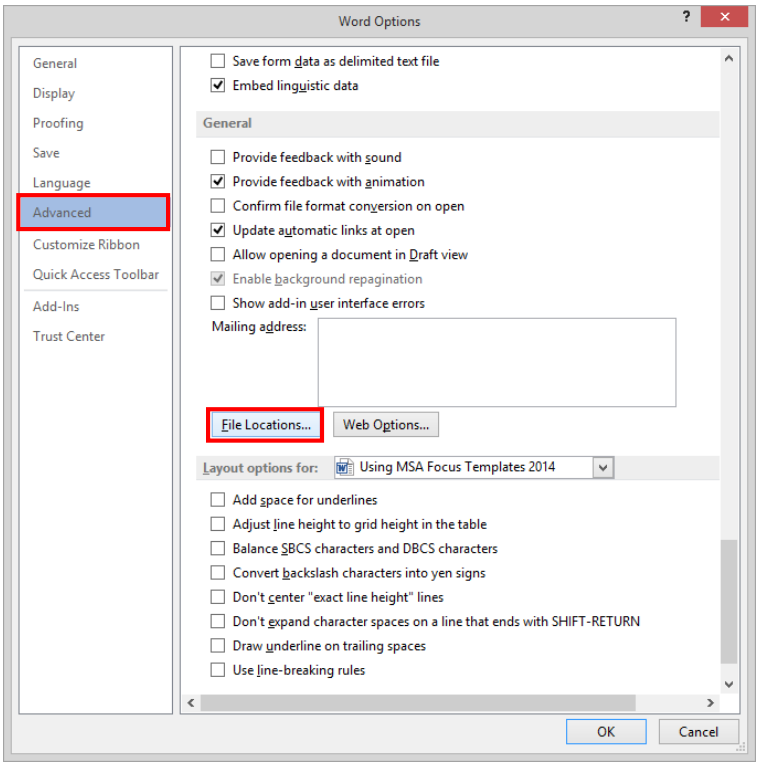


Select **Advanced** on the left hand side and scroll down to the **General** section



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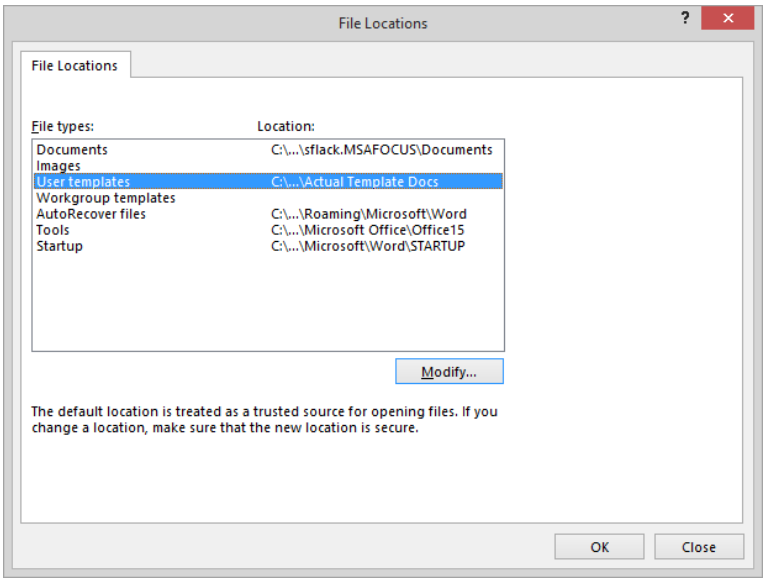
- Click the **File Locations** button. The following window will open



- Highlight **User Templates** and click **Modify**.

  Navigate to:

  \\server location

  and click **OK** to select the folder.

- Click **OK** on each window until you are back at the main Word interface

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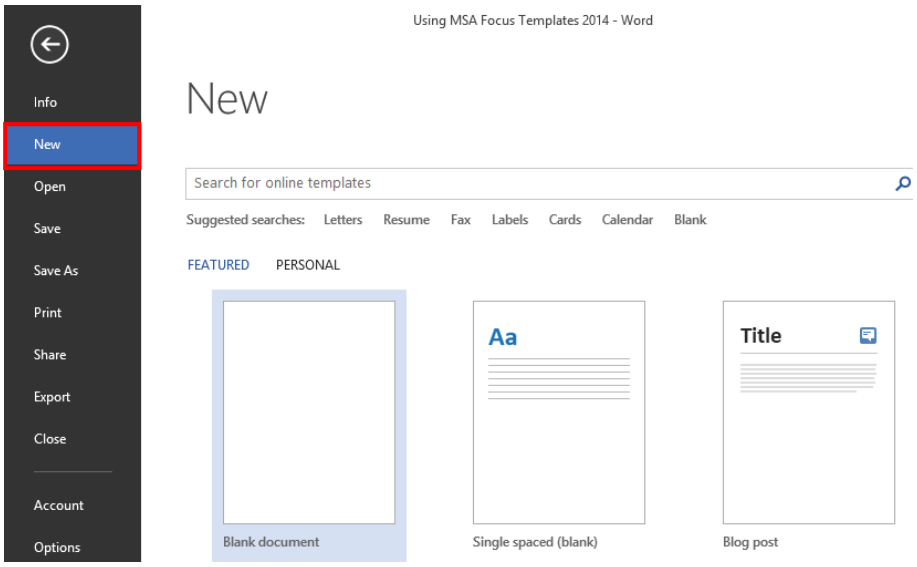
2.2.2. *To create a new document base on a template*

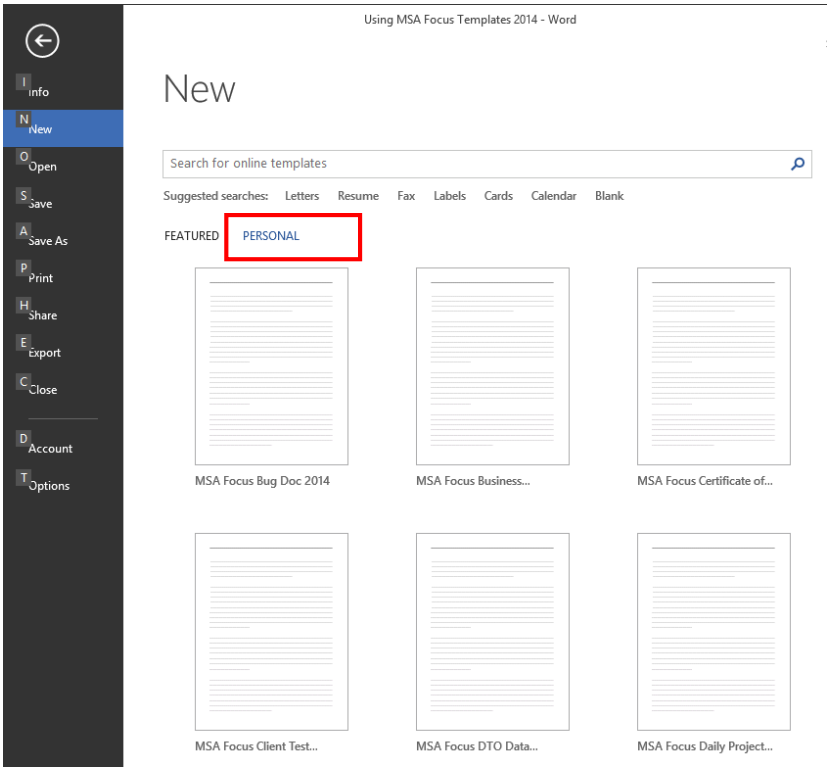
- Open Word
- Click the “File” Ribbon Tab in the top left hand corner of the Word interface.
- A screen similar to the following will open

- Select **New**. The following window will open:



- Select **Personal** above the list of standard MS Templates

  A list of the available MSA Focus templates will be displayed. Simply select the template you wish to use.

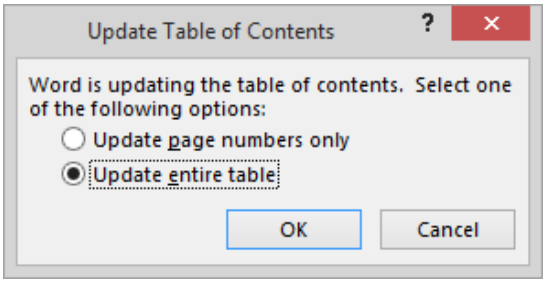


2.3. *Table of Contents*

For documents containing a table of contents, this has been set up to form automatically and cannot be edited directly. The table of contents will automatically pick up all Heading 1, 2, 3, 4 styles used within the document.

2.3.1. To update the Table of Contents

- Navigate to the Contents page of the document
- Right click anywhere on the table of contents and select **Update Field** from the pop-up menu.
- The following window will open:



- Select **Update Entire Table** and click **OK**
- The table of contents will update automatically.

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