

## ***Apply Template To Word Document 2007***

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### **Apply Template To Word Document**

Open the document you want to apply a template to. Click the "File" tab on the Office Ribbon and press the "Options" button. Step. Select the "Add-Ins" option from the navigation menu on the left side of the Options dialog. Step. Click on the "Manage" drop-down list and choose "Templates" from the list of options.

### **How to Apply a Word Template to an Existing Word Document**

1. Open the Word document you will apply template to, and click File > Options to open the Word Options dialog box. 2. In the Word Options dialog box, please (1) click Add-ins in the left bar, (2) select Templates from the Manage drop down list, and (3) click the Go button.

### **How to apply a Word Template to an existing Word document?**

To open the Templates for the document, simply press Alt-T and then I. Click on the Attach button to chose the template that you'd like to apply to your document. Select the "Automatically Update Document Styles" option, as this will bring the styles that you've defined in your template file into this document. Click on OK.

### **Apply template to an existing Word document file - Super User**

Open the document that needs a new template attached. Click the File tab. On the File screen, choose the Options command. The Word Options dialog box appears.

### **How to Change a Document's Template in Word 2016**

The best time to apply a custom template is when you create the document using the New option (on the File tab). Word displays two template categories: Featured and Personal. To choose one of your custom templates, click the Personal tab and then click the custom template you want to apply.

### **10 Things: How to use Word templates effectively ...**

Open your Microsoft Word document. Double-click the document to which you want to apply your template. This will only work for recently-opened templates. If you haven't recently opened the template you want to use, open the template and then close it before continuing.

### **How to Use Document Templates in Microsoft Word - wikiHow**

To update your template, open the file, make the changes you want, and then save the template. In Microsoft Word, you can create a template by saving a document as a.dotx file,.dot file, or a.dotm fie (a.dotm file type allows you to enable macros in the file). Click File > Open. Double-click This PC.

### **Save a Word document as a template - support.office.com**

Whichever template name appears there is whichever template is attached to the document. Click the Attach button. Word displays the Attach Template dialog box, which looks and works like the Open dialog box. Select the template you want to attach.

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