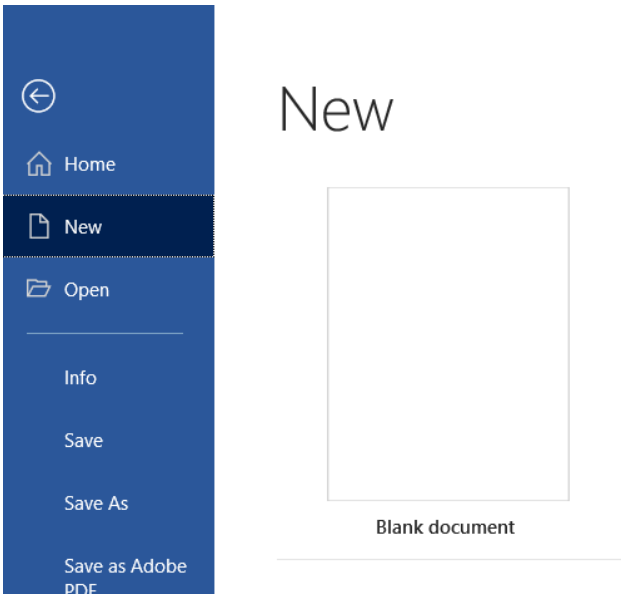
Setting up Microsoft Templates

1.) **Open a new Microsoft Word file – Blank Doc.**
2.) **Click on File - New**

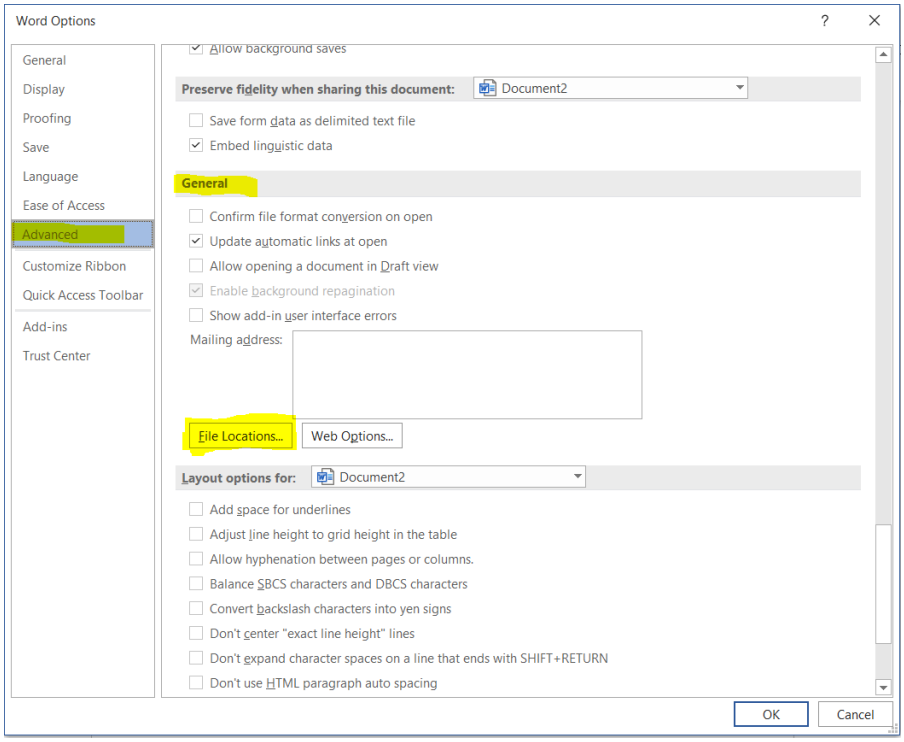


3.) **Click Options in the bottom left hand corner**

4.) **Select Advanced on the left-hand menu**

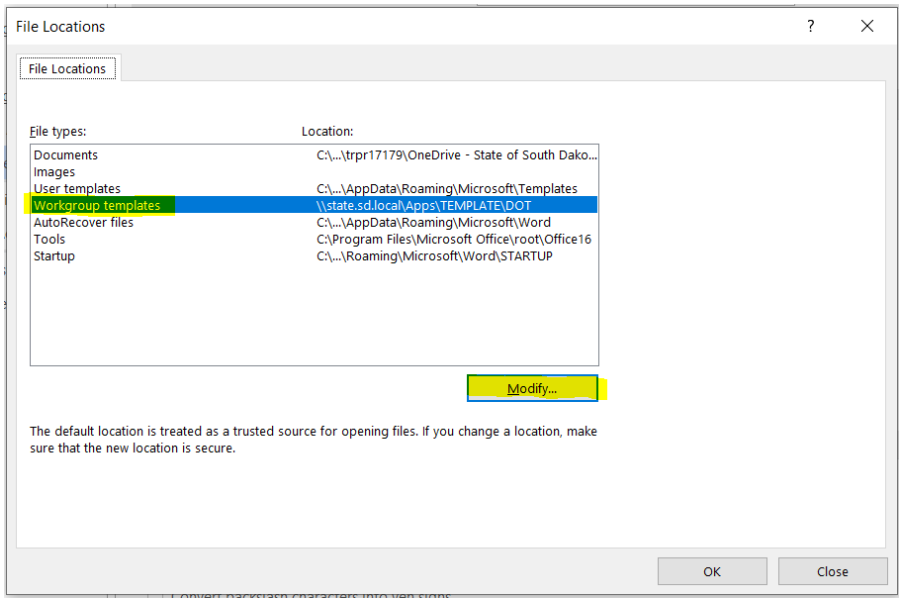
5.) **Scroll to the General Section**

6.) **Select File locations**



7.) **Select Workgroup Templates under file type**

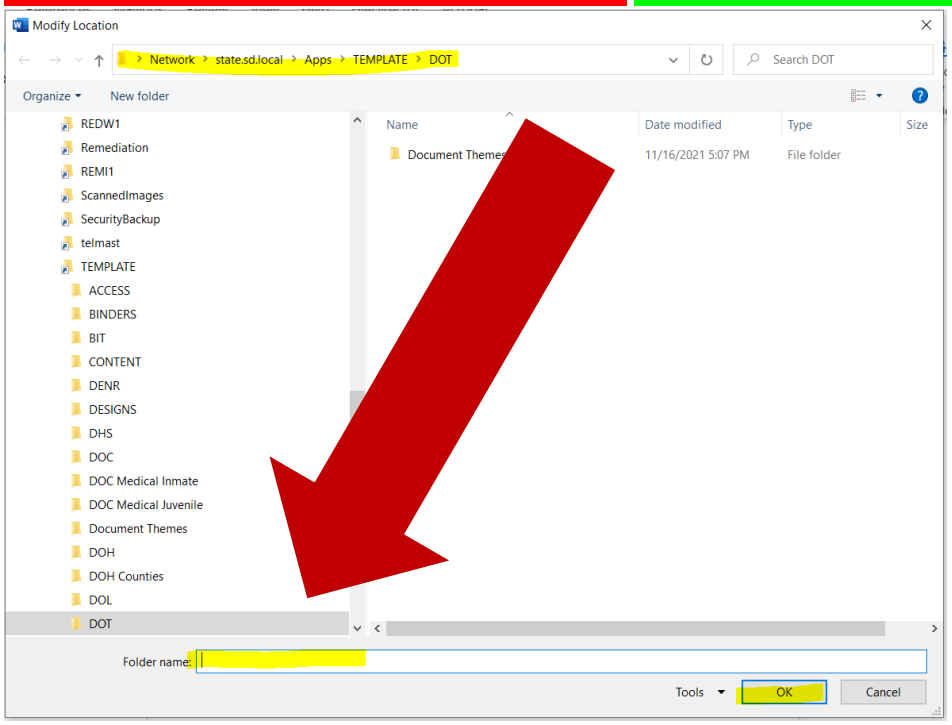
8.) **Select Modify**



9.) **Clear existing path and enter the below path**

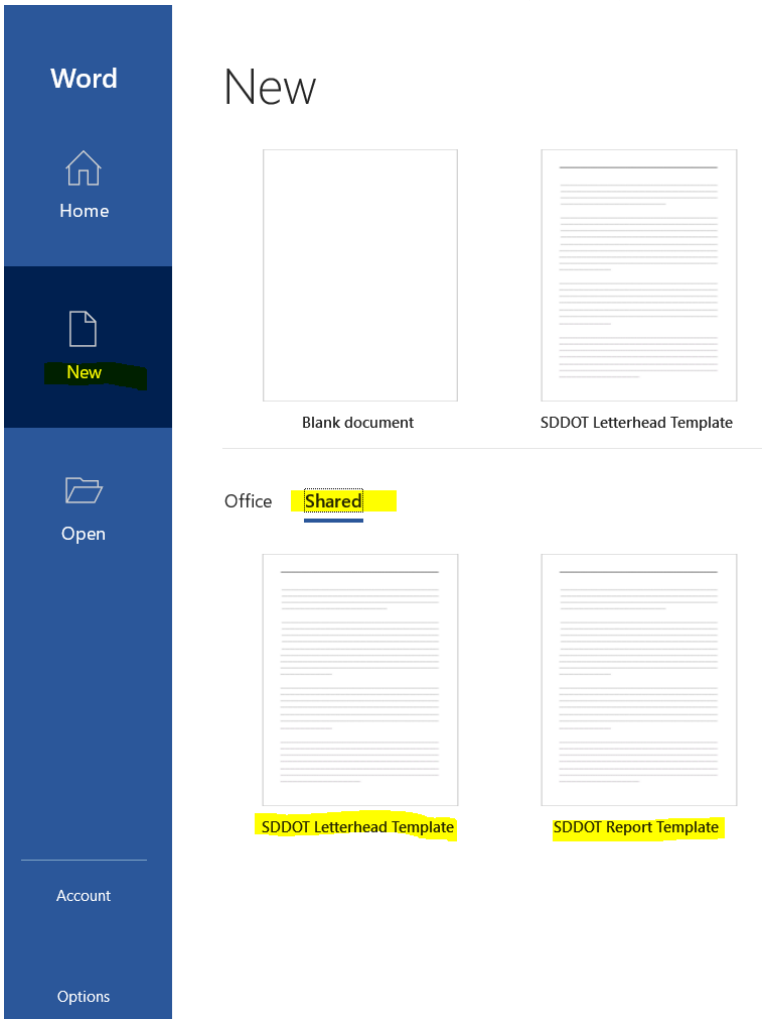
\\state.sd.local\Apps\TEMPLATE\DOT

****DO NOT SELECT DOCUMENT THEMES. Leave folder name blank.**



10.) **Select OK and Ok**

11.) **Exit the Word Doc**
12.) **Open a New Word Doc**
13.) **Select File**
14.) **Select New**
15.) **Select Shared or Custom (varies by computer)**



16.) **There your new templates should show up as options to use!**

*****By completing these steps, this will automatically update Microsoft PowerPoint with the template options as well.**