

# How to Download and Install the Microsoft Word Novel\_Template.dot

Lee Allen Howard

I've developed a Word template over the years that I base all my manuscripts on. I let the template do the formatting work for me.

## **Downloading the file:**

Right-click on the "Microsoft Word Novel Template" link and select Save Target As... from the context menu. For some reason, Windows wants to save the downloaded file as .doc, so rename it to .dot if this happens.

## **Installing the template:**

NOTE: These instructions are for Word 2003.

Most Word templates are stored in one folder on your hard drive. On my PC, it's C:\Documents and Settings\\Application Data\Microsoft\Templates. Copy the file there, and make sure the file extension is .dot.

If you can't locate this directory, search for files named \*.dot. Wherever Normal.dot is stored, this is where you should copy the novel template file.

## **Attaching the template to your manuscript document:**

1. Open Word.
2. Open an existing manuscript file or a new document.
3. From the Tools menu, select Templates and Add-Ins.

The Templates and Add-Ins dialog opens.

4. Click the Attach... button.

The Attach Template dialog opens. You should see the Novel\_Template.dot file in the default folder. If not, browse for it.

5. Click Open.

The path and filename of the template is entered into the Document template field.

6. Activate the Automatically update document styles check box.
7. Click OK.

The template is now attached to the current document.

The styles in the template are now available from the style drop-down menu on the formatting toolbar.

### **Understanding the styles:**

If you open the Novel\_Template.dot file as you would a normal Word document, you will see that it contains instructions about the available styles. Print the document for a handy reference.

If you attached the template to an existing manuscript file, you will need to apply the template styles to your document paragraphs. The style most used is PARA.

If you use this template, all your manuscripts will always look the same and be formatted according to acceptable format standards.