

Re: How to prevent changes to normal.dotm

Source:

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2008-04/msg02630.html>

- *From:* PeterHS <PeterHS@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>
 - *Date:* Wed, 16 Apr 2008 23:13:00 -0700
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I totally agree with you that the job for support is to support people.

I used the method you describe here for the last 3 years. I made a template of every standard document and placed them in "workgroup templates". I also made a menu button which people can click and opens the list so they can choose the standard document, in the templates I made macros and so on. I think this way of all using workgroup templates is better than to copy the workgroup templates to every user.

But for everyone making his own habitat. My colleges are about 40 years old and very good in organizing building homes and factories. They don't like computers very much and ask (demand) to please setup their computers so they can work as simple as possible. They are not interested in learning to change settings or what options there are they say "that's your job Peter that's where you paid for"

When I came here 4 years ago there was no e-mail and the solution for every computer problem was to pull the power cord from every computer (including servers). Word was used like a typewriter, no bullet lists, no tabs, no header/footer, and so on.

So I try to interest them and make it easier for them, but it's a long process.

Peter

"Graham Mayor" wrote:

The simple answer to your problems is to create a document template for each of the document types that your users produce and train them to select the required template for that document. The template(s) can contain the macros and styles they require to produce the finished document. You can use the log-in script to copy the standard template(s) to the user template folder. Leave the normal templates alone!

It makes for much better productivity if users can setup their own workspace

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answer's. (one fool can ask more then 10 wise people).

Peter

"Graham Mayor" wrote:

No! No! No! You cannot share the Normal.dot file among multiple users in Word <http://support.microsoft.com/?kbid=811468/> Although written for earlier versions, the same applies for Word 2007.

The normal template is a personal user setting. If you want to supply macros and layouts do so with document and/or add-in templates.

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Graham Mayor – Word MVP

My web site www.gmayor.com
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PeterHS wrote:

We are using Word 2007 and we want that all users use the same (standard) normal.dotm (standard looks and easy making changes like new macro's and so on).

I set the same template folder for all users and they all use the same Normal.dotm, but when someone accidently make a change (or the dymo labelwriter makes it every time), when leaving Word he is prompted to save normal.dotm which I don't want him to do and is also not possible, while other users are using te same file (this gives many unwanted messages). Also when the user is the only user he changes te standard.

I tried making normal.dotm read only but

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this doesn't work (error
messages).

Does anyone know a solution?

Many thanks
Peter