

Re: Templates...

Source: <http://www.tech-archive.net/Archive/Word/microsoft.public.word.newusers/2004-05/1088.html>

anonymous_at_discussions.microsoft.com

Date: 05/26/04

Date: Wed, 26 May 2004 08:56:23 -0700

Thanks Greg! Thw switch worked great, and the shortcut was an even better idea, :)

Have a great one, and thanks again!

Debbie

>-----*Original Message*-----

>*Debbie,*

>

>*Bad idea monkeying around with normal.dot the way you did :-)*

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>*You can add a switch to your Word Startup command:*

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>*/ttemplatename*

>*Start Word with a new document based on a template other than the Normal*

>*template. Example: /tMyfax.dot*

>*Note If the file name has spaces in it, enclose the complete name in*

>*quotation marks - for example, /t"Elegant Report.dot"*

>

>*Type customize how Word starts in Word help for complete instructions.*

>

>*or as an alternative, you can just stick the Letter.dot template on your*

>*desktop and double click to start Word using that template.*

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Re: Templates...

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>Greg Maxey

>A peer in "peer to peer" support

>Rockledge, FL

>To e-mail, edit out the "w...spam" in

gmaxey@whamspammvps.org

>

>Debbie wrote:

>> Hi everyone, and thanks in advance for any help! I've

>> made a new template called letterhead.dot, and I want

it

>> to load everytime I open Word. I've placed the file in

>> the Office startup folder, and it seems to load when I

>> open Word, but it doesn't bring in any graphics or

>> borders, which is what I need it to load! I also tried

>> changing the name to the normal.dot, so it would load

>> anyway, and that worked. It brought in all my graphics

>> and everything, but, if I didn't want to use that

>> template for some reason, I don't know how to load the

>> actual normal.dot! Can anyone help? My basic question

is:

>> How do I get a template to load each time I open Word,

>> and if I need to use the Normal template instead once

>> I've opened word, how to I load it? Thanks again guys!

>>

>> Debbie

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