

Re: Starting a New Document in Word2003

Source:

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.newusers/2005-08/msg00551.html>

- *From:* "Jack Sadie" <jacksadie@xxxxxxxxxxxxxxxx>
 - *Date:* Mon, 15 Aug 2005 20:23:46 +0100
-

Thanks, this looks useful.

Jack

"Suzanne S. Barnhill" <sbarnhill@xxxxxxx> wrote in message
<news:OgfIkpaofHA.1464@xxxxxxxxxxxxxxxxxxxxxxxx>

- > This is one of the tricks described in my article
- > <http://sbarnhill.mvps.org/WordFAQs/CustomizingWord2002.htm>:
- >
- > 1. Open Tools | Customize.
- >
- > 2. On the Commands tab, select FileNewDialog from the All Commands
- > category
- > and drag it to your toolbar.
- >
- > 3. The command doesn't have an icon by default, so you'll need to add one.
- > Right-click on your New button and choose Copy Button Image.
- >
- > 4. Right-click on the new button you added and choose Paste Button Image
- > (if
- > the button was showing text before, you may have to right-click and choose
- > Default Style).
- >
- > 5. Drag the old New button off the toolbar.
- >
- > --
- > Suzanne S. Barnhill
- > Microsoft MVP (Word)
- > Words into Type
- > Fairhope, Alabama USA
- > Word MVP FAQ site: <http://word.mvps.org>
- > Email cannot be acknowledged; please post all follow-ups to the newsgroup
- > so
- > all may benefit.
- >
- > "Jack Sadie" <jacksadie@xxxxxxxxxxxxxxxx> wrote in message
- > [news:43009fdf\\$0\\$12934\\$cc9e4d1f@xxxxxxxxxxxxxxxxxxxxxxxx](news:43009fdf$0$12934$cc9e4d1f@xxxxxxxxxxxxxxxxxxxxxxxx)
- >> When I click on the New Document icon in Word 2003 it opens a task pane
- > on
- >> the

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>> right headed Templates.
>>
>> I then have to click on "Templates/On my computer"
>> to get to the dialog box where I can choose from all my carefully
> customised
>> templates.
>>
>> Please will someone tell me how can I make clicking the "New Document"
> icon
>> cause Word to go directly to that dialog box.
>>
>> I suppose I could a record a new macro and put it on a new icon but it
> seems
>> better to use the original icon to behave as I want it to.
>>
>> TIA.
>> Jack Sadie
>>
>>
>

• **References:**

- ◆ **Starting a New Document in Word2003**
 ◇ From: Jack Sadie
- ◆ **Re: Starting a New Document in Word2003**
 ◇ From: Suzanne S. Barnhill
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