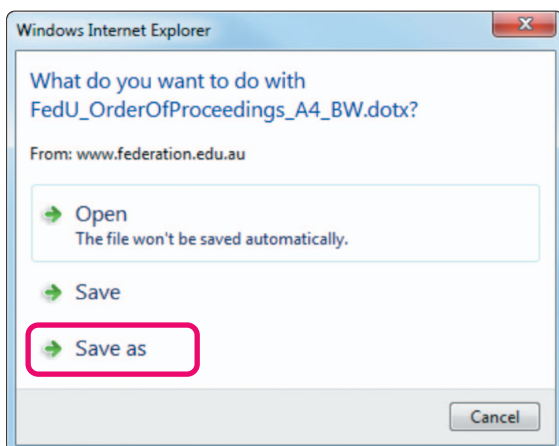


Installing and using the new FedUni templates

Applicable for both MS Word® and MS PowerPoint® templates

Install the templates on your computer

1. Click on the relevant template [link](#) from the university website
2. Click the 'Save as' option

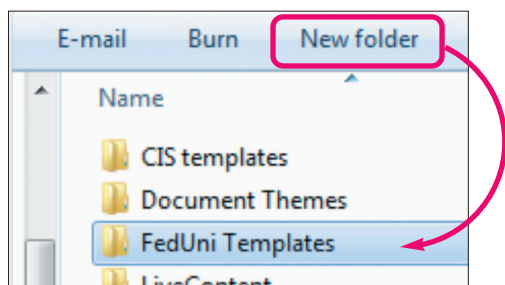


3. In the window that opens, type the following line into the top bar.
Note: change the 'your user name' part to your university username (eg. asmith)

C:\Users\your user name\AppData\Roaming\Microsoft\Template



4. Create a new folder and call it 'FedUni Templates':
 - a. Click on **New Folder** in the menu
 - b. Type '**FedUni Templates**' in the folder name



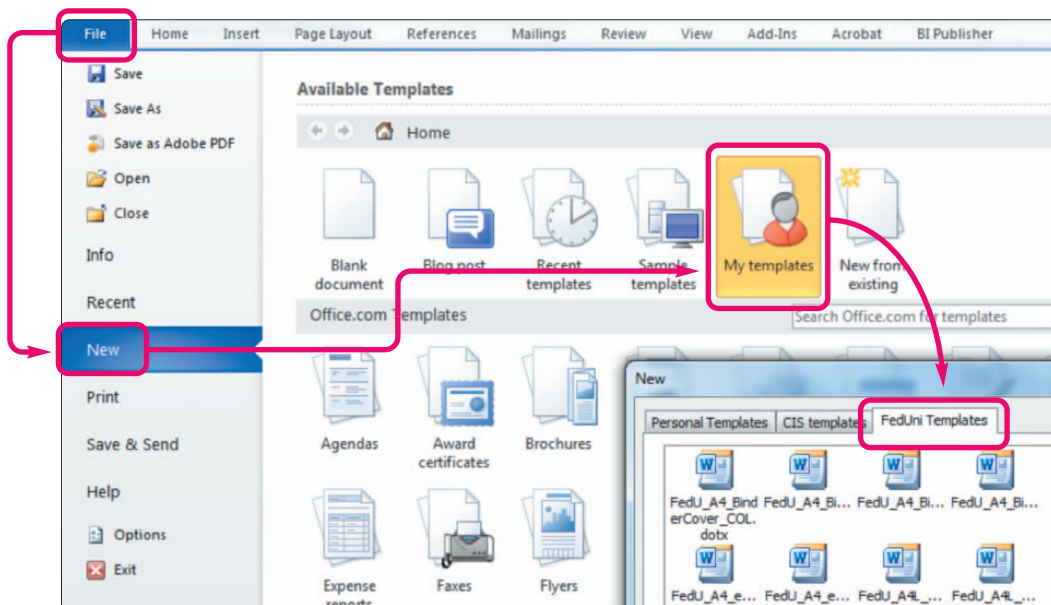
5. Open the **FedUni Templates** folder
6. Click **Save**
7. **Repeat** for all templates you want to use

Installing and using the new FedUni templates

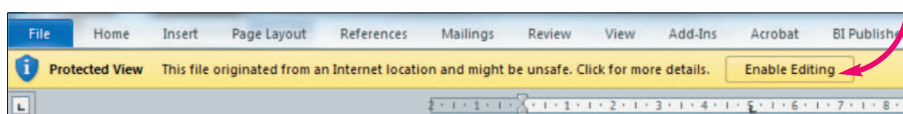
Applicable for both MS Word® and MS PowerPoint® templates

Using the template

1. **Open** Word or PowerPoint
2. Click on **File > New > My templates** and select the **FedUni Templates** tab you created above.



3. **Select** the template you want.
4. When you open a template for the first time you **may need to** click the **'Enable Editing'** button at the top of the page.



5. You can now **use the new template** – you will notice that the styles are already loaded into Word/Powerpoint, ready for you to use.

