

Download and Save KnowSys Template for MSOffice Users

Action

MicrosoftOffice stores styles, *AutoText*, and custom menus in *Normal.dotm* template. Follow these steps to download and save the *Normal.dotm* file.

Step	Action
1	Click anywhere on your desktop to show the <i>Finder</i> menu.
2	Select <i>Go</i> .
3	Press <i>option</i> key to reveal <i>Library</i> submenu, and select <i>Library</i> .
4	Follow this path to <i>Normal.dotm</i> file location: ... / <i>Library</i> / <i>Application Support</i> / <i>Microsoft</i> / <i>Office</i> / <i>User Templates</i> /
5	Rename existing <i>Normal.dotm</i> file to <i>oldNormal.dotm</i> , and archive/ save it in .../ <i>My Templates</i> folder for later use, if desired.
6	Download <i>Normal.dotm</i> file from here .
7	Save downloaded <i>Normal.dotm</i> file to ... / <i>Office</i> / <i>User Templates</i> folder. <i>Note:</i> This action makes the downloaded template your default template. Be sure to save all files when you close <i>Office</i> application.
