

OE's Word Templates Installation

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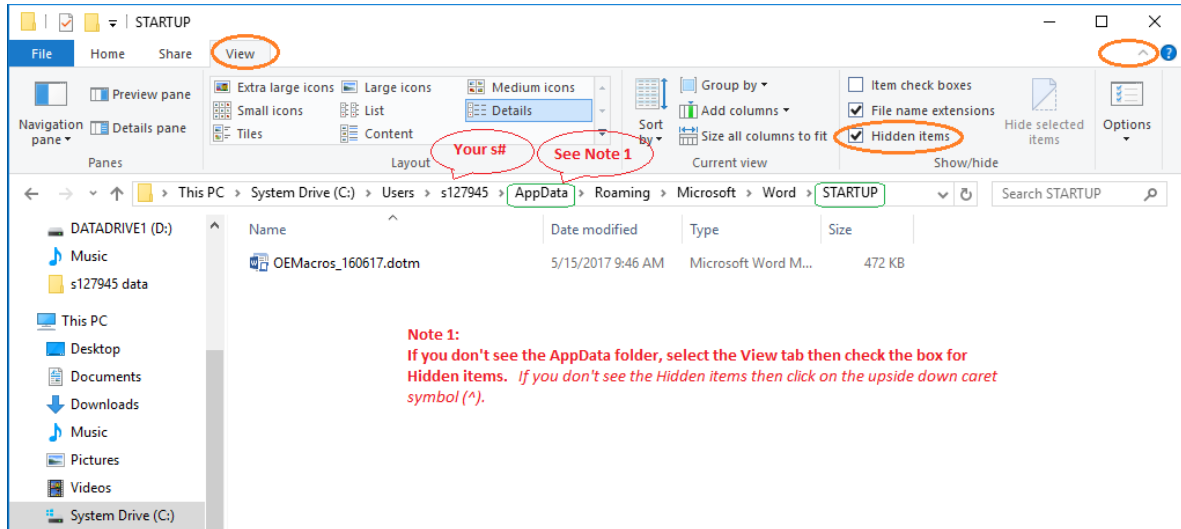
The screen captures in this document may be different than your computer. However, the instructions in this document will work for Windows 7, Windows 10, Word 2007 and later Word versions.

OE's Word Templates Installation

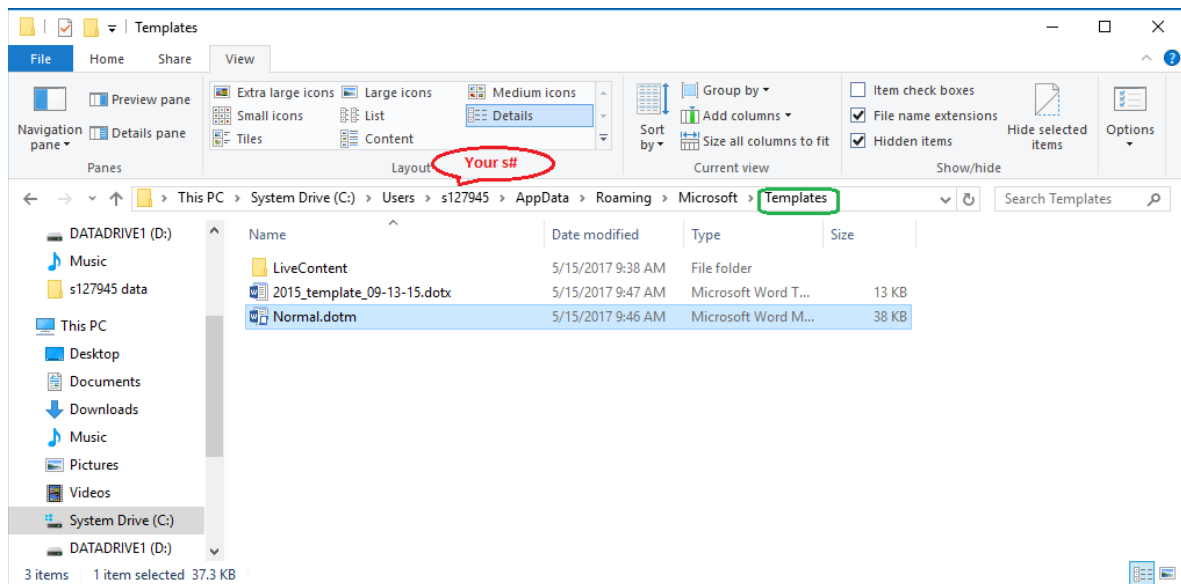
Windows 10 file path for OE's templates

Once you "download" or save the **Normal.dotm**, **SSP_Template.dot** and **OEMacros.dotm** files on your Desktop, follow the instruction below to place the files in the proper folders in the C drive on your computer.

OE's **OEMacros.dotm** needs to be in the following folder as shown below:

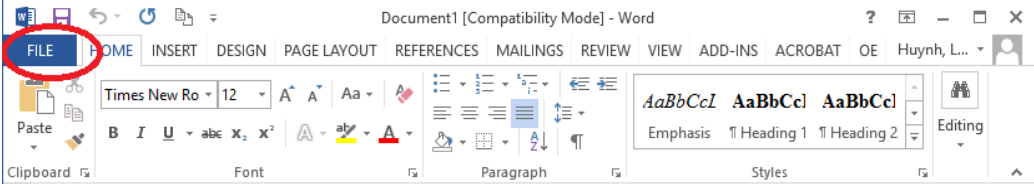
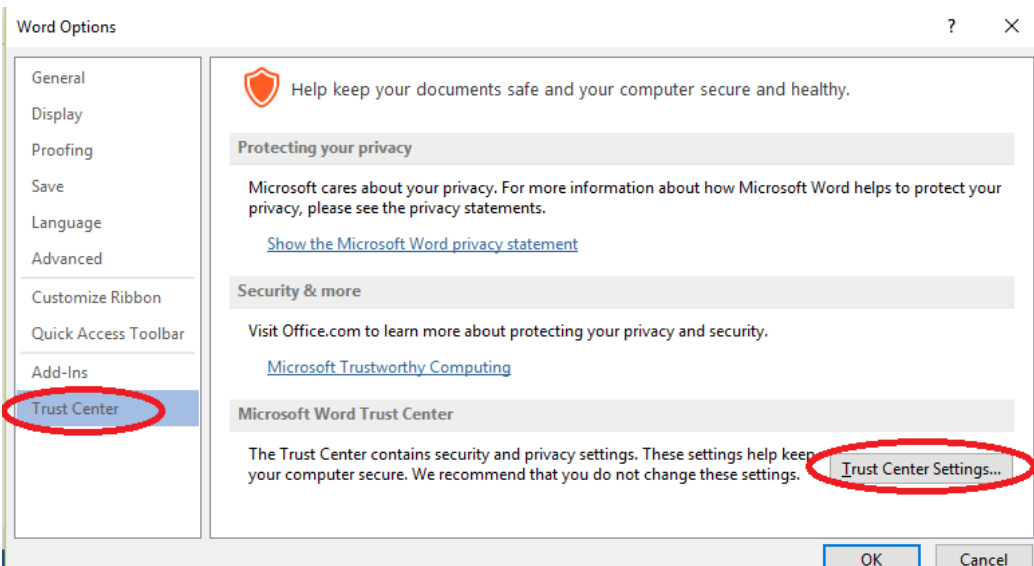
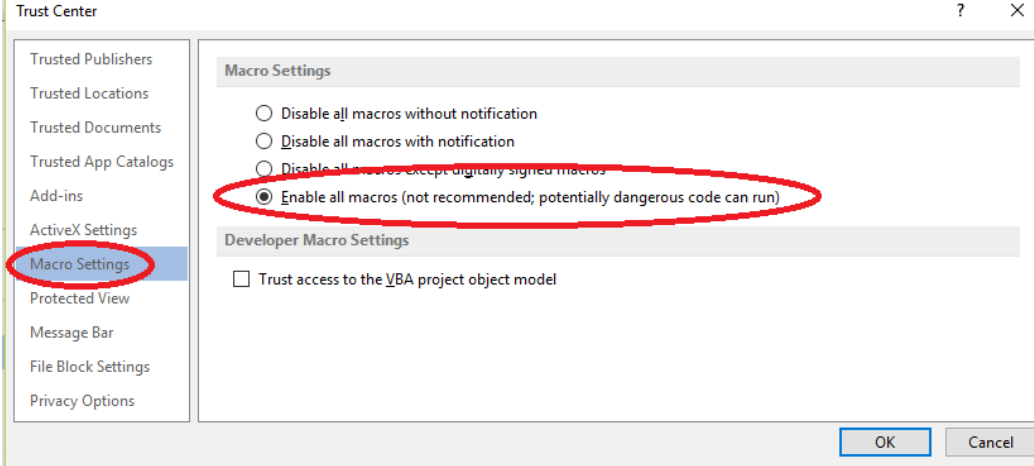


OE's **Normal.dotm** and **SSP_Template.dot** need to be in the following folder as shown below:



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Enable the macros in Word

Steps	Word GUI (<i>Word 2007 shown but instructions are valid for all later Word versions</i>)
<p>Select the File tab at the top left.</p> <p>Select Options in the menu on the left.</p>	
<p>Select Trust Center.</p> <p>Select Trust Center Settings.</p>	
<p>Select Macro Settings.</p> <p>Select Enable all macros...</p> <p>Select OK until you close the dialog.</p>	 <p>Now you can use the macro!</p>

For User Information set up and where to find the OE tools in Microsoft Word see the following pages.

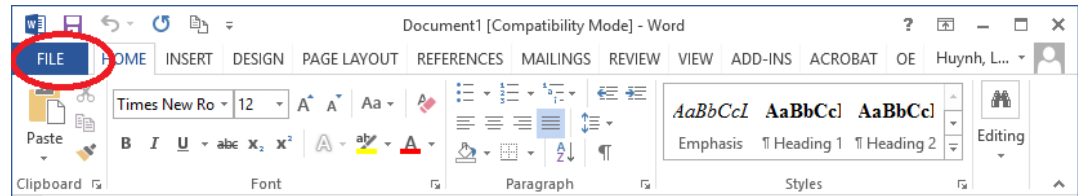
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Microsoft Word User Interface

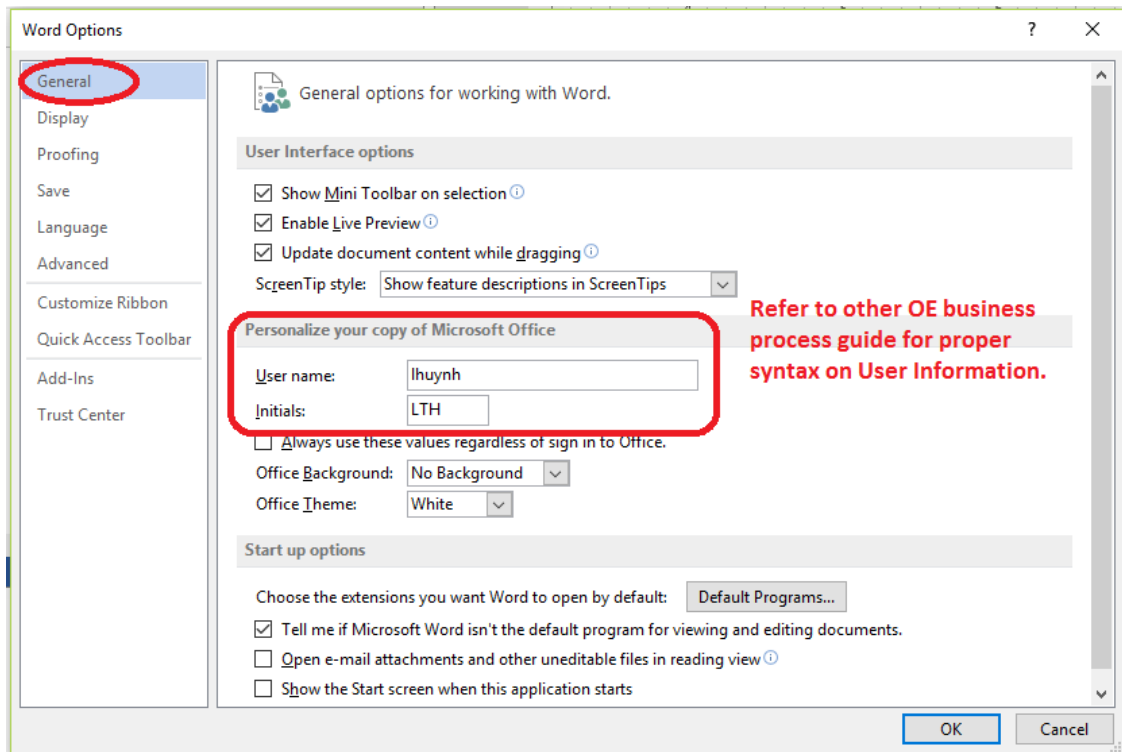
User Information set up

Open **Microsoft Word** to see if the User Information has been set correctly. To do that, follow the instructions below.

Open Microsoft Word and select the **File** tab > select **Options**:



Select **General** > type your user name in the "User name" input box if it is not correct > type your initials in the "Initials" input box if it is not correct > Click the OK button until you close the dialog:

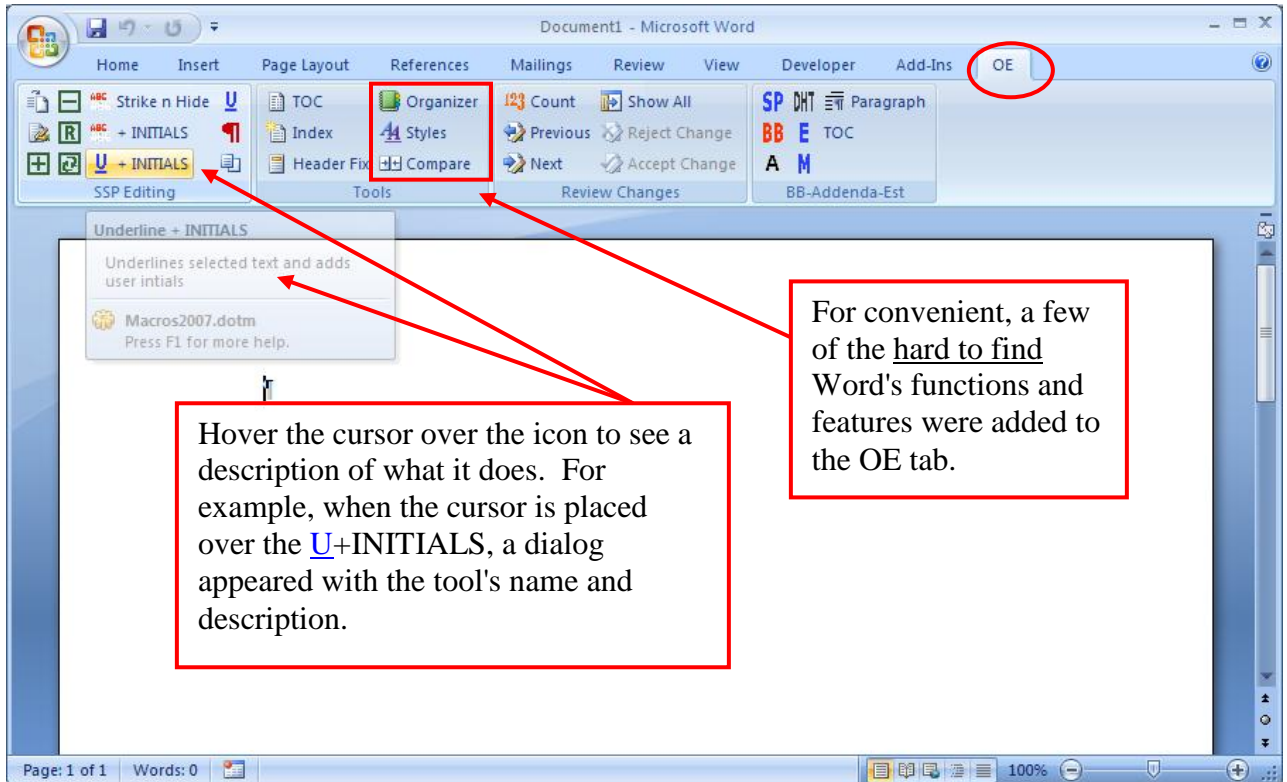


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Introducing the OE tab

Same tools as before with a new user interface.

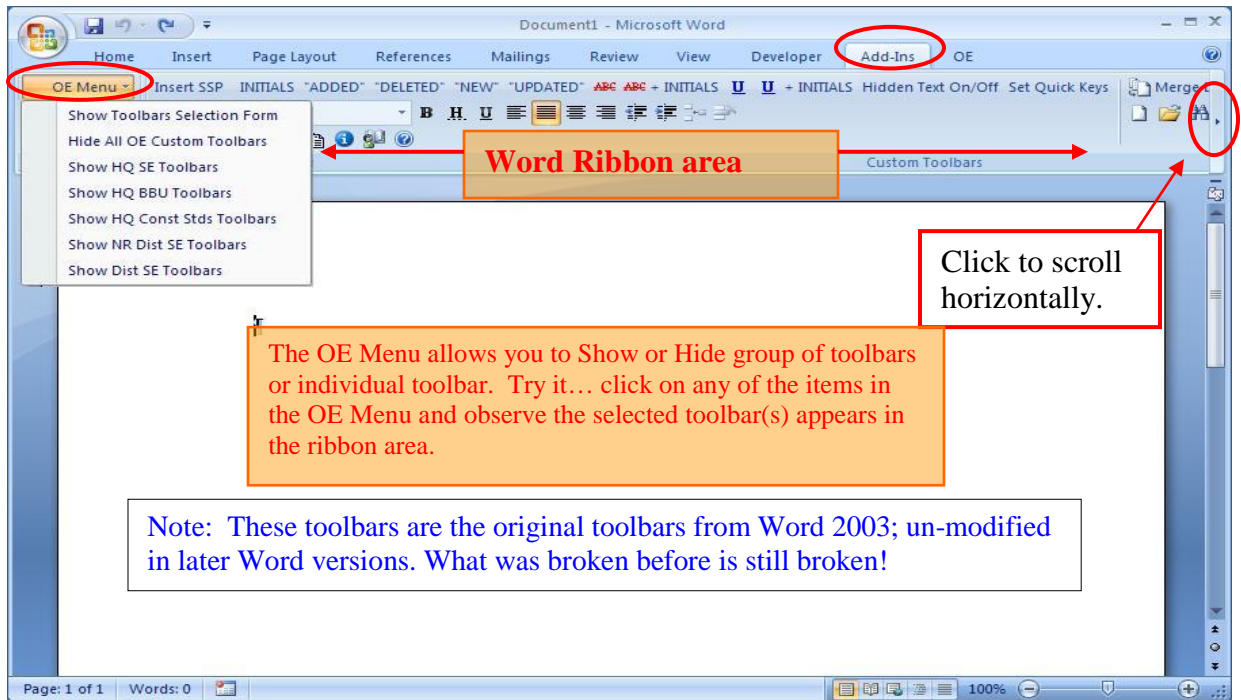
The OE tab contains the most used tools identified by the testers (DES-OE, D3, D7 and D12). Please take a moment to learn what these tools do by hovering the cursor over them. The OE tab models after Microsoft's new user interface goal; it organizes tools according to related task to minimize redundancy.



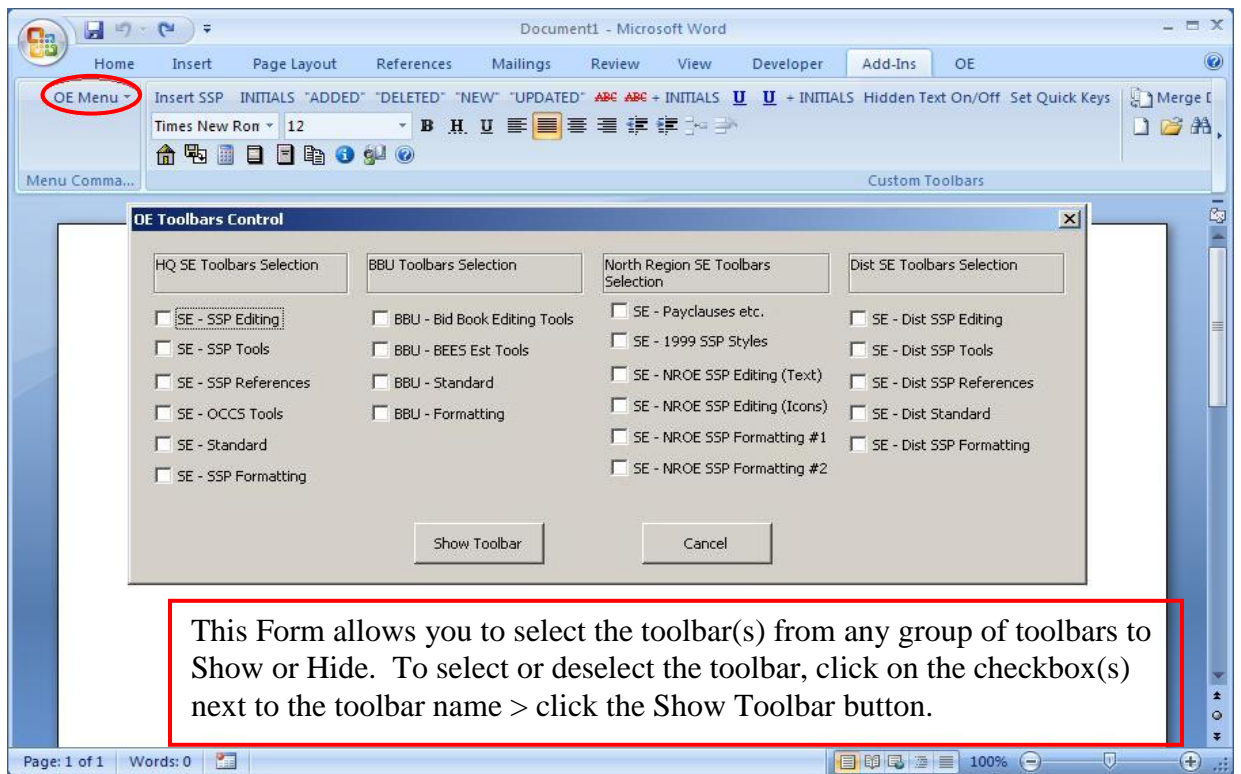
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The old OE's custom toolbars

It can be found in the **Add-Ins** tab > **OE menu** >>



Select the **Show Toolbars Selection Form** from the OE Menu >>



The OE toolbars are displayed and available for your use!

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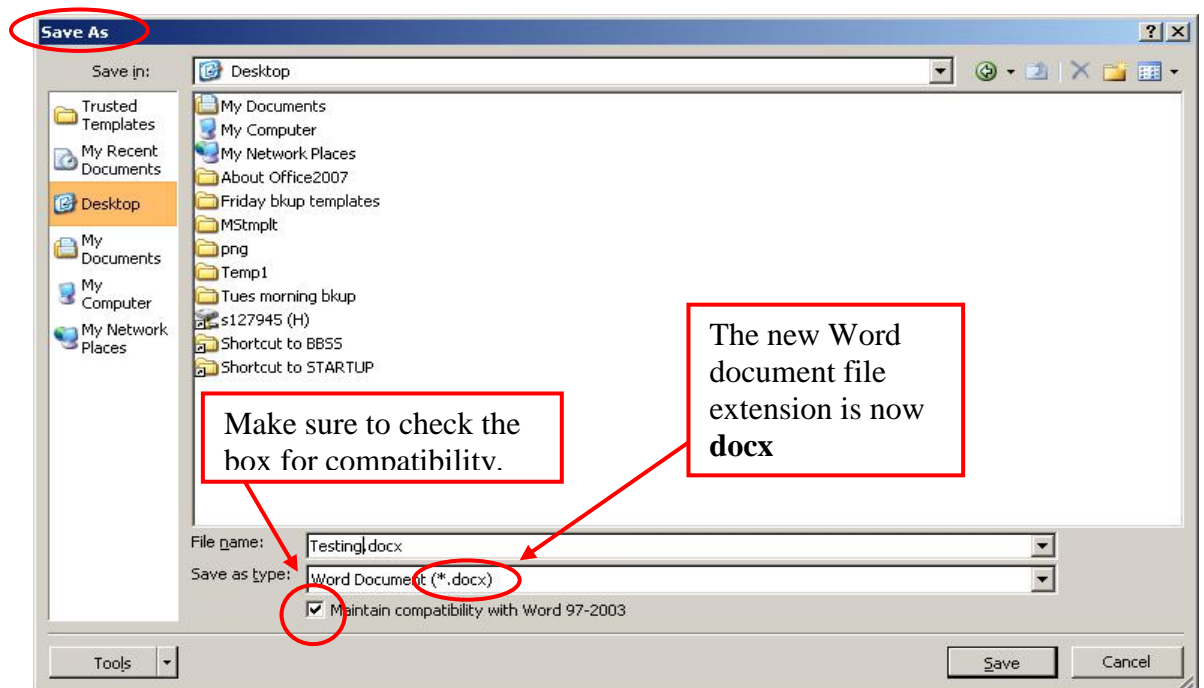
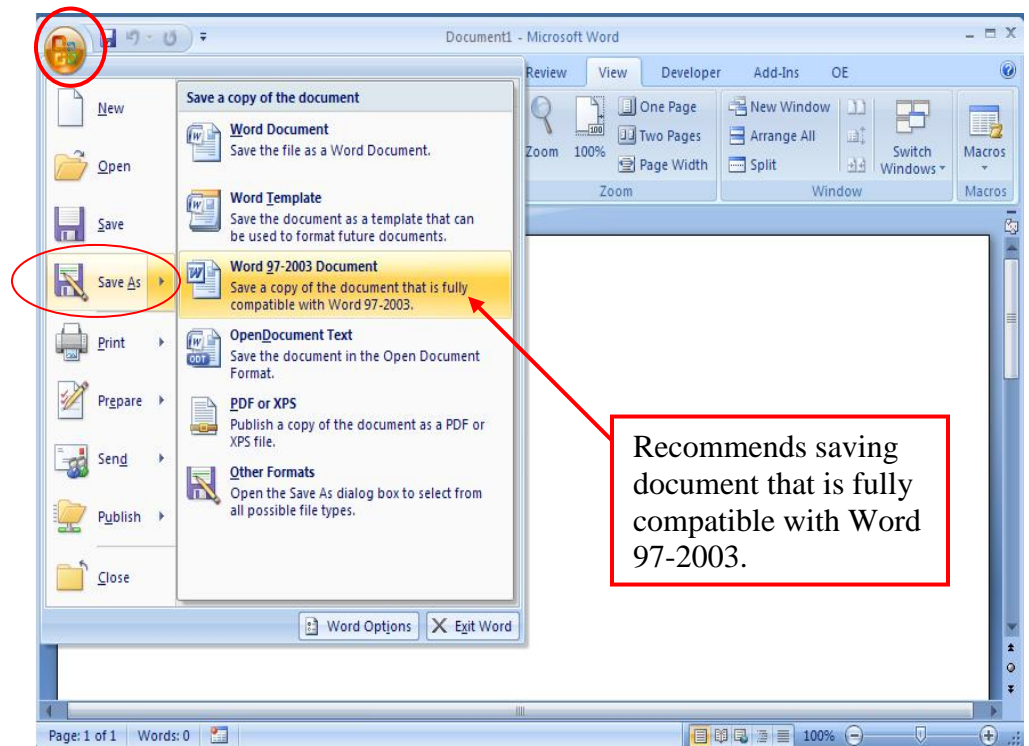
Quick Overview of the New User Interface (UI)

As you get familiar with the new UI, you will notice it organizes controls according to related functionality.

The Big Button

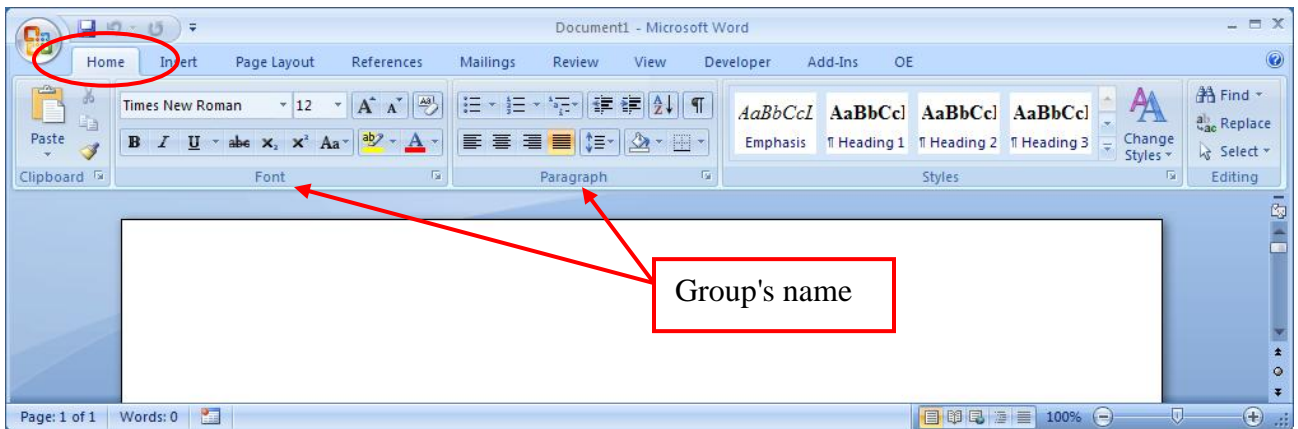
Is the **File** tab depends on which Word version you have:

This is where you can find functions such as **Save**, **Save As**, **Print > Print Preview**, etc.

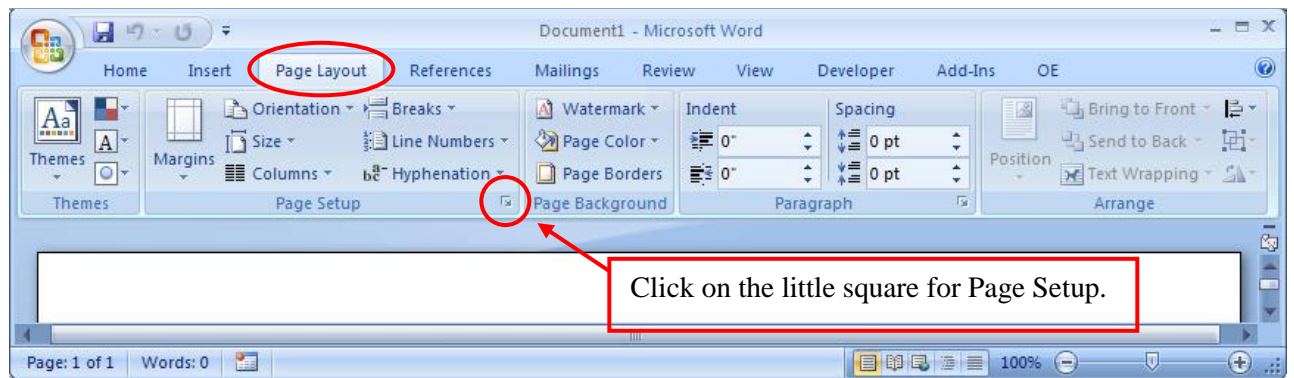


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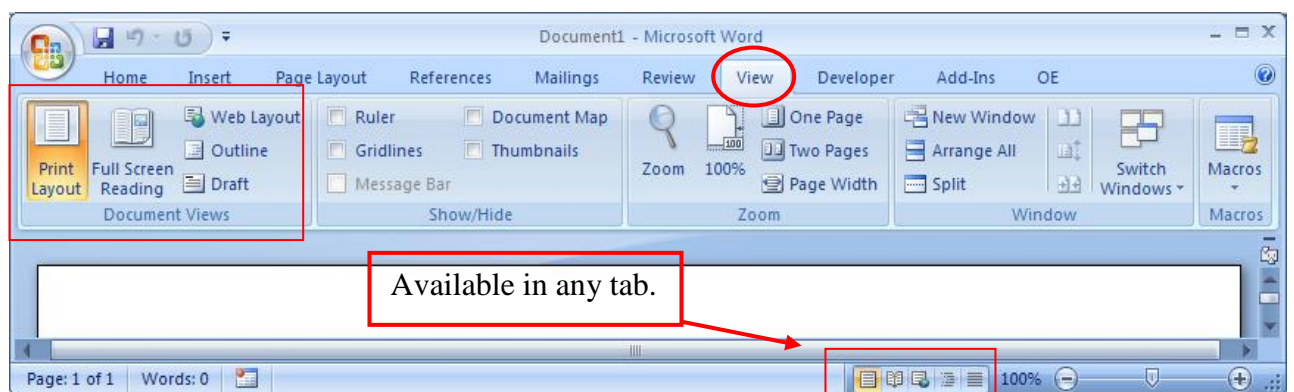
The Home tab contains the typical Word's formatting tools:



The Page Layout tab contains your Page Setup dialog:



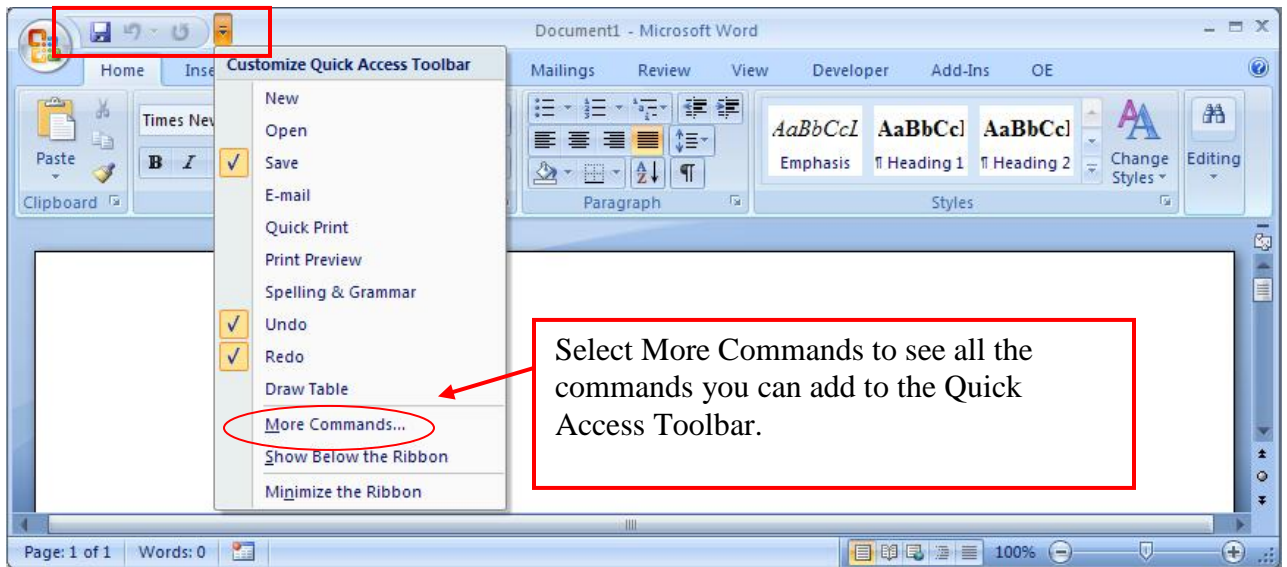
The View tab contains your document view as Normal, Print Layout, Outline, etc:



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The Quick Access Toolbar

It allows you to add commands (or buttons) for quick access:



Hopefully the quick overview of the new user interface helped you start using Word. Take some time to familiarize with the new look by hovering your cursor over the buttons and in no time you will be as familiar with Word as you are with the earlier version.