

MS Word Template Usage Guide

Authors can use either one of the following two versions:

1. psb2024-template.docx – template without macros.
2. psb2024-template.dot – template with macros.


Word 2010 and later users can access our custom toolbar via Add-Ins menu.

The template can be retained in the current working folder and double clicking it should open a new chapter whenever the need arises.

Installing Template with Macros

1.1 Trusted Locations

MS Word's default built-in feature Trust Center disables the macros whenever a document with custom macros is opened. Register your directory as a 'trusted location' to avoid clicking **Enable Content** or enable the template's macros manually every time you open such document:

- 1) To add your folder to trusted locations, open MS Word and click:
Word 2007: **Microsoft Office Button**  > **Word Options**.
Word 2010 or later: **File > Options**.
- 2) Then click **Trust Center > Trust Center Settings > Trusted Locations > Add new location...** to register your manuscript directory as a trusted location.
- 3) In the **Path** box, type the name of your folder, or click **Browse** to locate the folder.
- 4) To include subfolders as trusted locations, select the **Subfolders of this location are also trusted** check box.
- 5) Click **OK**.

For security reason, don't make your entire Documents or My Documents folder a trusted location. Just select the folder where your current manuscripts and templates are kept, and make only that folder a trusted location. For more details on trusted locations, search the internet with the keywords 'MS Word trusted locations'.

1.2 Writing a New Document Using the Word Template


- 1) Open Windows Explorer, navigate to the folder where the template was stored
- 2) Once you find the template you want to use, right-click over the template and select **New** or double-click it to create a new document based on that template. A new document with a name Document1 or Document2 or Document3, etc based on the template will be created
- 3) Save the document and name it with chapter number or your name, e.g.
 - John_short_paperTitle.docx
 - Mike_short_chapterTitle.docx

If you have not registered your manuscript directory as a trusted location, the macros in the document might be disabled.

Do not open the template in MS Word via **File > Open**. You would edit the template directly instead of creating a new document.

Click 'No' whenever you are asked to save changes to the template.

1.3 Attaching the Template to an Existing Document

- 1) Open the file you would like to format and click
Word 2007: **Microsoft Office Button**  > **Word Options**
Word 2010 or later: **File > Options**

- 2) Select **Add-Ins** on the left side of the Options dialog.
- 3) Click on the **Manage** drop-down list and choose **Templates**. Press **Go** button to open the **Templates and Add-Ins** dialog.
- 4) Press the **Attach** button to open the **Template Attachment** dialog. Navigate to your working directory, select the template you want to attach to your document and click **Open**.
- 5) Check the option **Automatically update document styles** and click **OK**.
- 6) Save the document and name it with chapter number or your name.

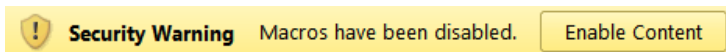
If you have not registered your manuscript directory as a trusted location, the macros in the document might be disabled.

Do *not* open the template in MS Word via **File > Open**. You would edit the template directly instead of creating a new document.

Click 'No' whenever you are asked to save changes to the template.

1.4 When the Security Warning Message Bar appears

When you open a document that has macros, a security warning appears with a shield icon and the **Enable Content** button. While working with our templates, you may click the **Enable Content** to open the document. The file becomes a trusted document and it will not open with the Security Warning message bar again.



Another option to enable content, click the **File > Info**, in the **Security Warning** section, click **Enable Content**.

Note: If you have not registered your manuscript directory as a trusted location, the **Security Warning** message bar might be prompted.

1.5 Enable macros via options

If the macro security settings are not allowing the macro to run, you can temporarily enable all macros by using the following procedure.

- 1) Click the **File** tab, click **Options**, click **Trust Center**, and then click **Trust Center settings**.
- 2) Click **Macro Settings**.
- 3) Under **Macro Settings**, click **Enable all macros**.

Note: Be sure to change this option back to its original setting after you have run the macros. If you think that the document and the macro in the document are from a trustworthy source, it is better to move the document to a trusted location, instead of changing the default Trust Center settings to a less safe macro security setting.

If you cannot use our template with macros, format your document using psb2024-template.docx.