Installing the NADFAS Style Guide – Windows 7

This guide explains how to install the NADFAS templates and dictionary for use with Word 2013. It does not explain how to use the templates.

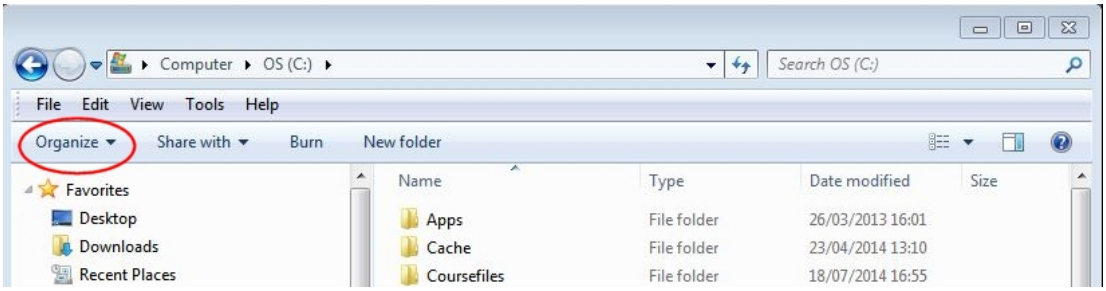
Before you begin, put the two templates on your desktop.

A Creating the NADFAS Style Guide folder

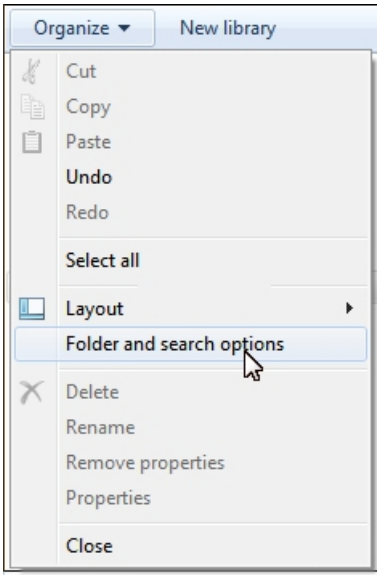
You need to create a folder on your local disk (C:) to hold the templates and dictionary. It is important to create the folder in the correct location with the correct name. If you do not do this, the templates will not work.

1 From the Windows desktop, on the **Taskbar**, click **Windows Explorer** (or press **Windows + E**).

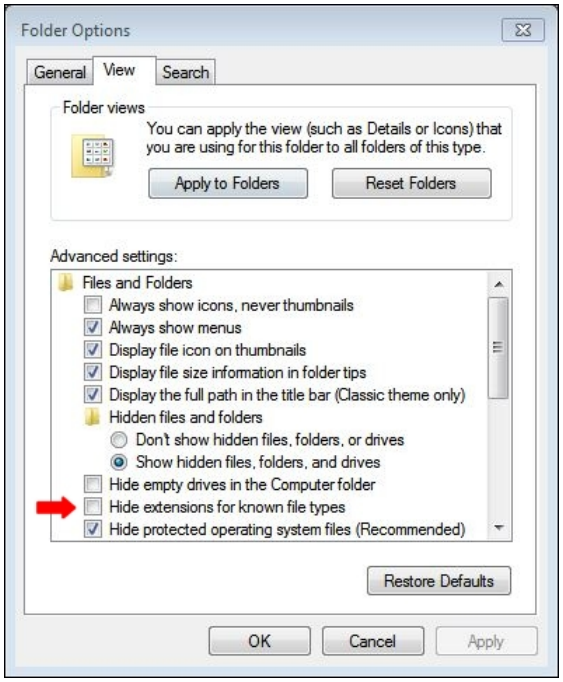
2 On the toolbar above the left pane, click **Organize**.



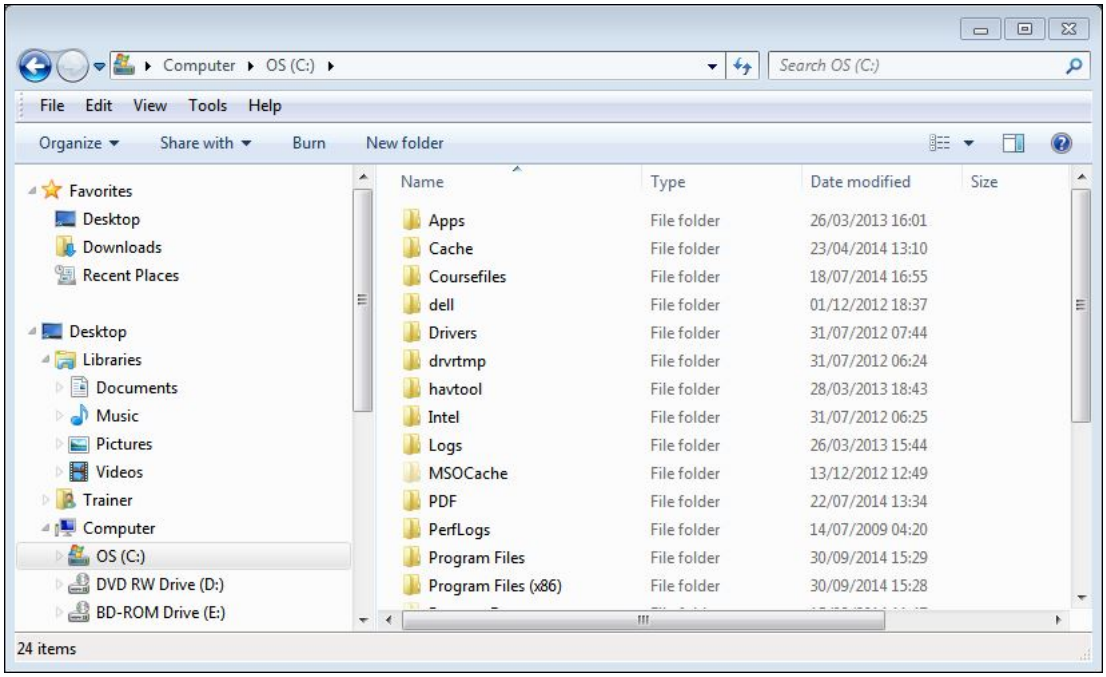
3 Click **Folder & Search Options**.



4 On the **View** tab, in the **Advanced settings** box, scroll down until you can see **Hide extensions for known file types**. This box should **not** be selected. If there is a tick in the box, click the box to clear it, and then click **OK**.

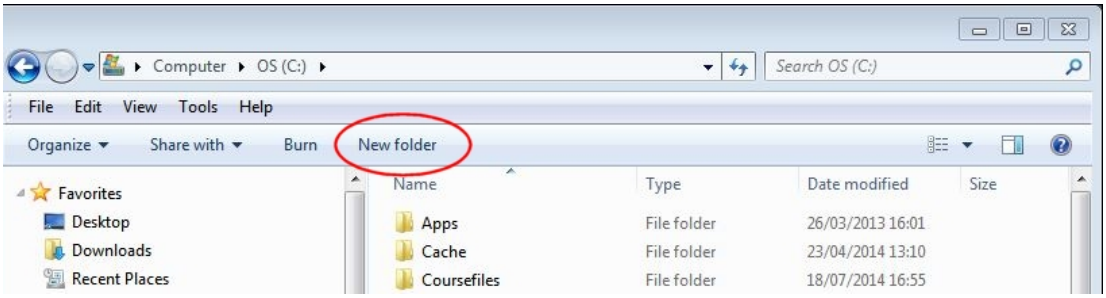


5 In the left pane, scroll down until you can see drive **C:** – you may need to click the little arrow next to Computer to make it visible.

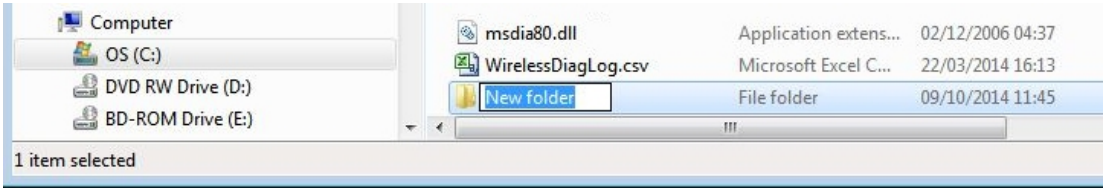


6 Click drive **C:** so it is highlighted.

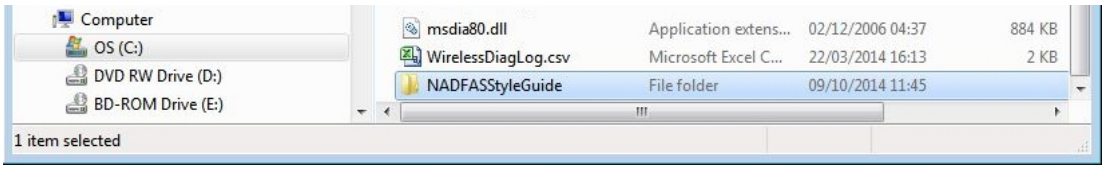
7 On the toolbar above the left pane, click **New Folder**.



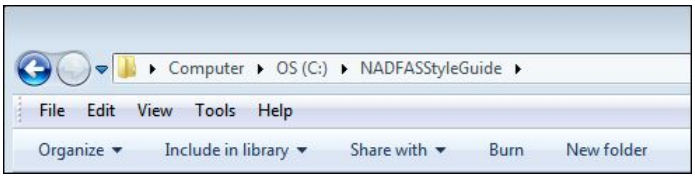
8 You'll see a **New folder** appear in the right pane with the text highlighted.



9 Without clicking anywhere, type **NADFASStyleGuide** and press **ENTER** to name the folder.



10 Double-click the **NADFASStyleGuide** folder to open it. You'll see its name at the end of the address bar at the top of the window. **Computer > C: > NADFASStyleGuide**.



Move the templates into the folder

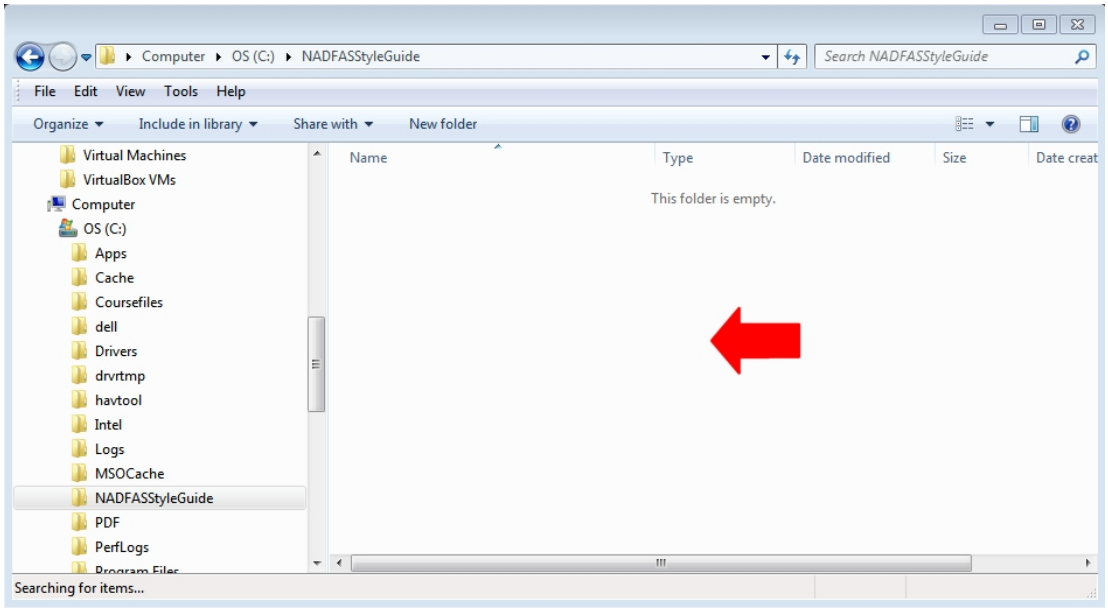
1 Click **Minimize –** on **Windows Explorer** so you can see the desktop.

2 On the desktop, select the templates. You can select both at once by clicking one and then holding down the **CTRL** key and clicking the other. If you prefer, you can move them one at a time.

3 Press **CTRL +X** to cut the selected templates.

4 Click **Windows Explorer** on the **Taskbar** to return to the **NADFASStyleGuide** folder.

5 Click in the currently empty right pane and press **CTRL +V** to paste the templates.



6 You should have two files in the folder:

- NADFAS2Intro.dot
- NADFAS2Section.dot

Move the dictionary

Carry out these steps **ONLY** if you already have a NADFAS.dic which contains words you want to be able to use with Word 2013. If you do not have a NADFAS.dic that you want to use, you will create it later and can ignore this section.

1 Using **Windows Explorer**, navigate to the folder containing your **NADFAS.dic**.

2 Select it and press **CTRL +X**.

3 In the left pane, click drive **C:**, then, in the right pane, double-click **NADFASStyleGuide**.

4 Press **CTRL +V** to paste the dictionary.

5 You should have three files in the folder:

- NADFAS2Intro.dot
- NADFAS2Section.dot
- NADFAS.dic

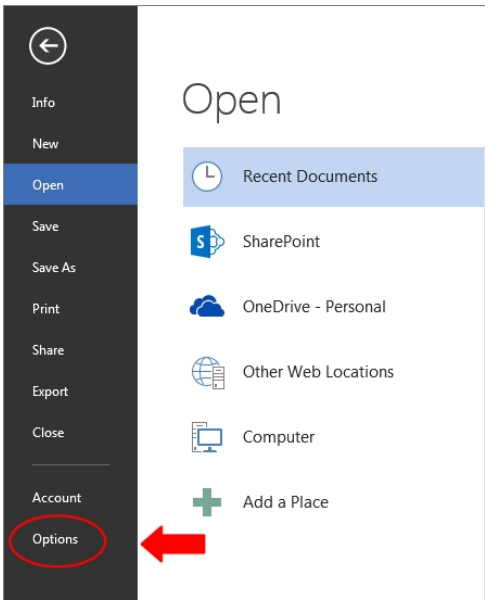
B Configuring Word 2013 to use the templates

You need to change some settings in Word to make the templates work correctly. Changing these settings will not have an adverse affect on any other work you do in Word. Your screen might look different – it depends on what Windows and Office theme you are using, but the options will be the same.

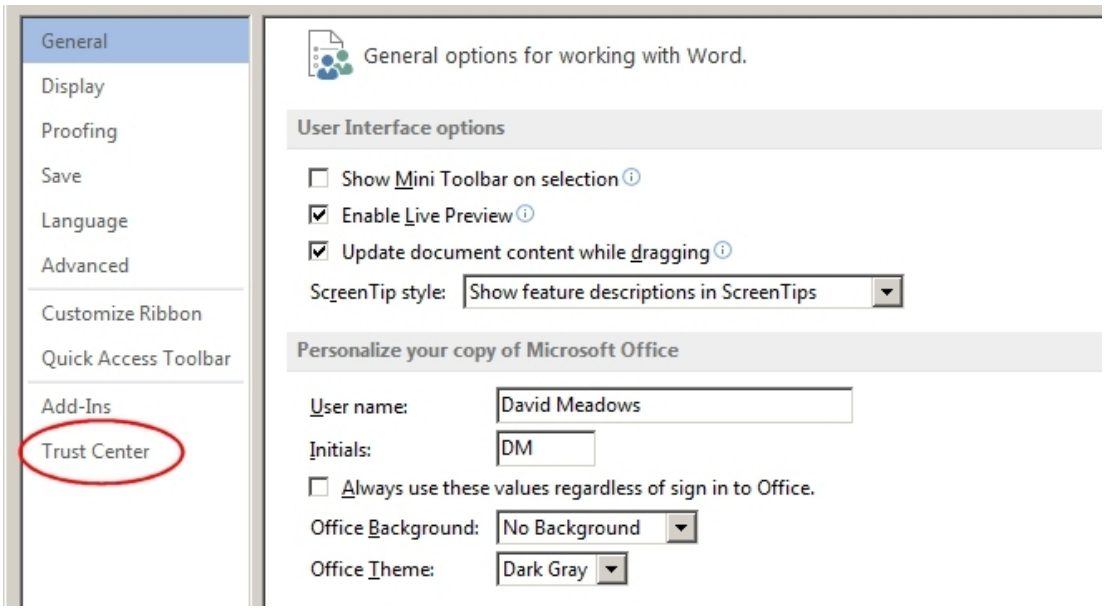
Set a trusted location

1 Run **Word**.

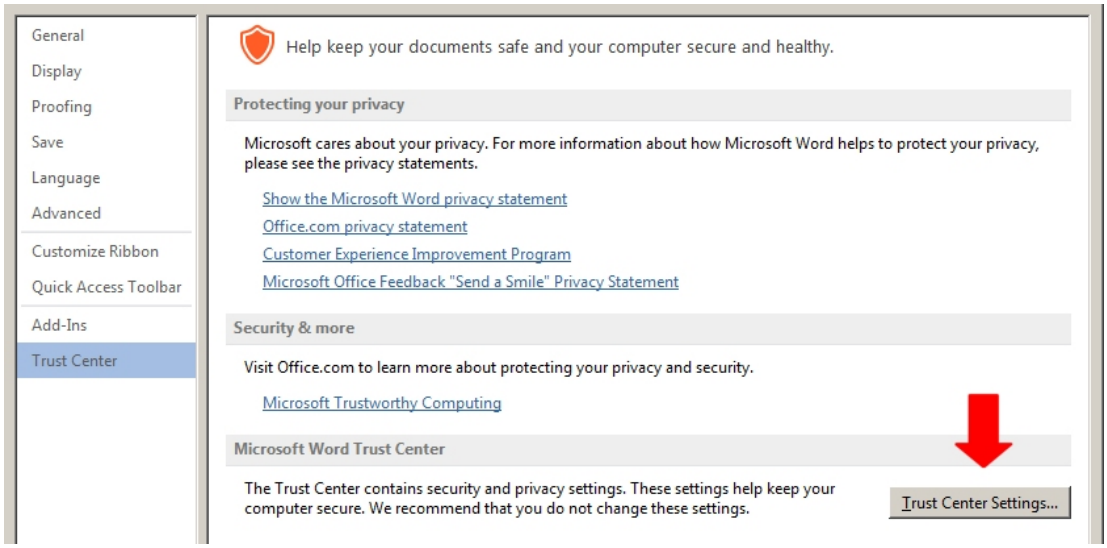
2 On the **File** tab, click **Options**.



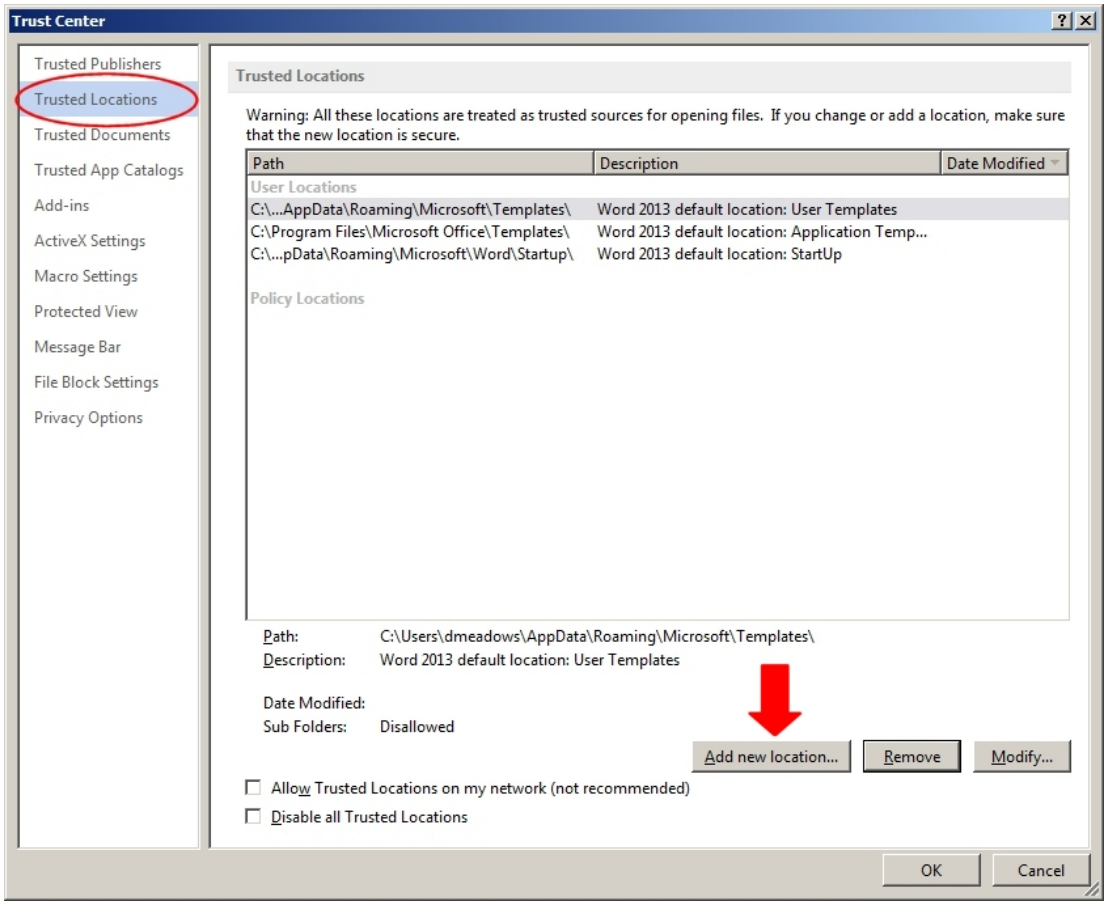
3 In the left pane, click **Trust Center**.



4 In the right pane, click **Trust Center Settings** to open the Trust Center.

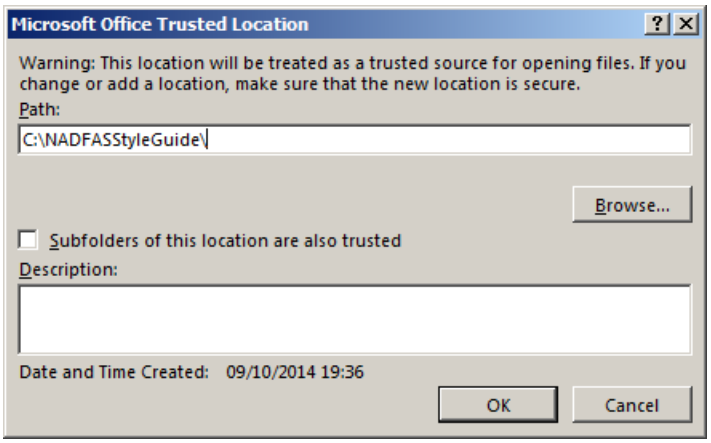


5 In the left pane, click **Trusted Locations**.



6 At the bottom of the right pane, click **Add new location**.

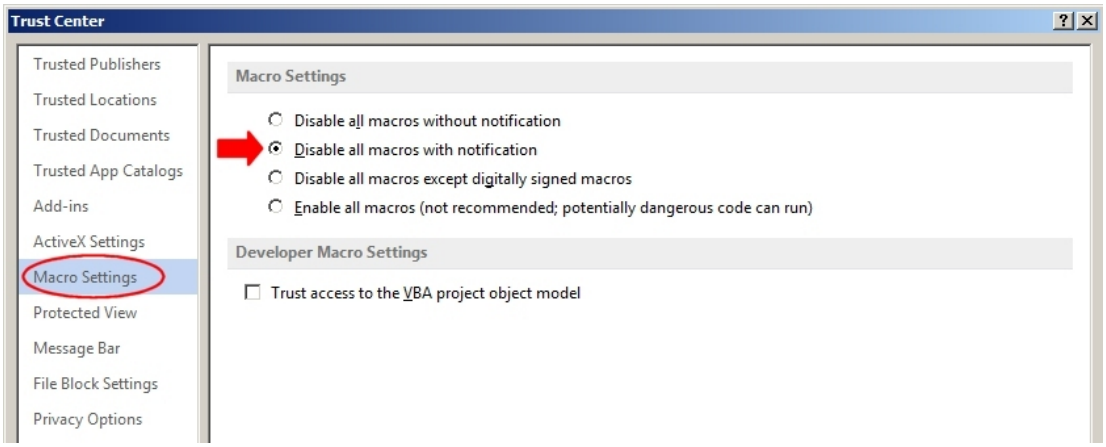
7 In the **Path**: box, type **C:\NADFASStyleGuide** and click **OK** to add the template location.



8 You'll see the folder appear in the **User Locations** list at the top of the right pane.

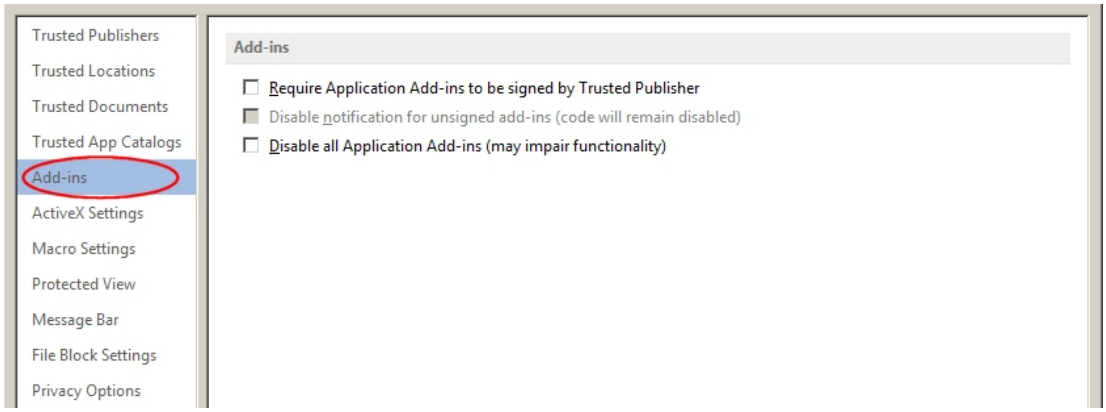
Check macro and add-in settings

1 In the left pane, click **Macro Settings**.



2 In the right pane, make sure that **Disable all macros with notification** is selected. This is the default setting, so you should not to have to change it. But if it is different, change it.

3 In the left pane, click **Add-ins**.

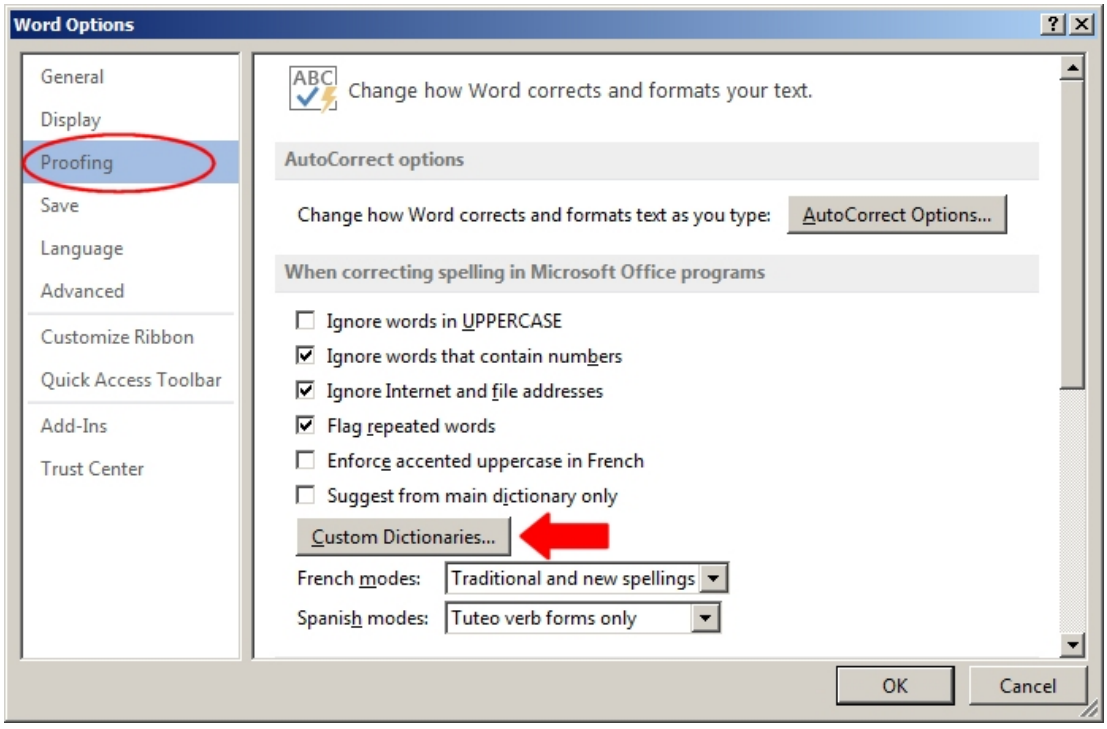


4 Make sure that none of the boxes are selected. If they are, click them to clear the tick.

5 Click **OK** to close the **Trust Center** and return to **Word Options**

Check your dictionary language

1 In the left pane, click **Proofing**.

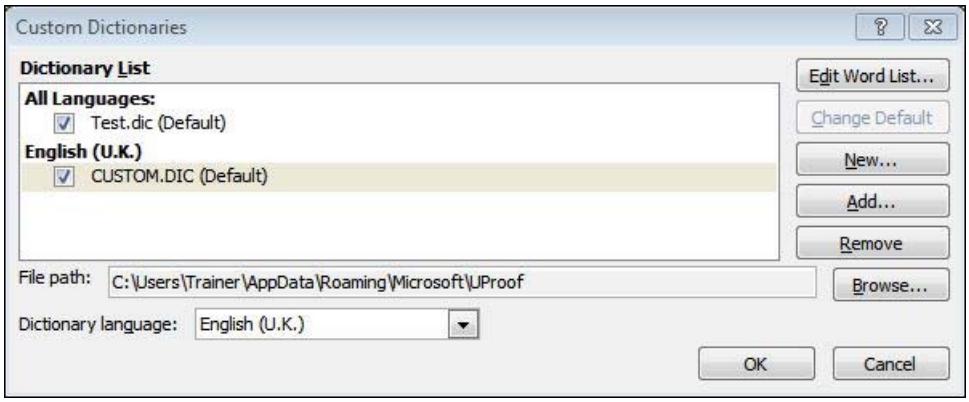


2 In the right pane, click **Custom Dictionaries**.

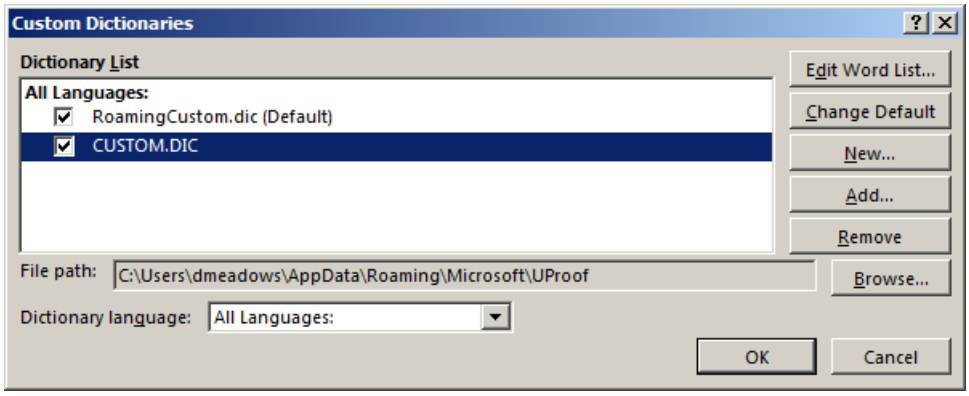
3 In the **Custom Dictionaries** dialog box, if **CUSTOM.dic** appears under **All Languages**, just click **OK** to close the dialog box.

If it appears under a particular language, for example, **English UK**, you need to change it to apply to **All Languages** *unless* you have decided to use different dictionaries for different languages.

4 To change the dictionary language, click **CUSTOM.dic** so that it is highlighted (be careful to click the name so you do not remove the tick).



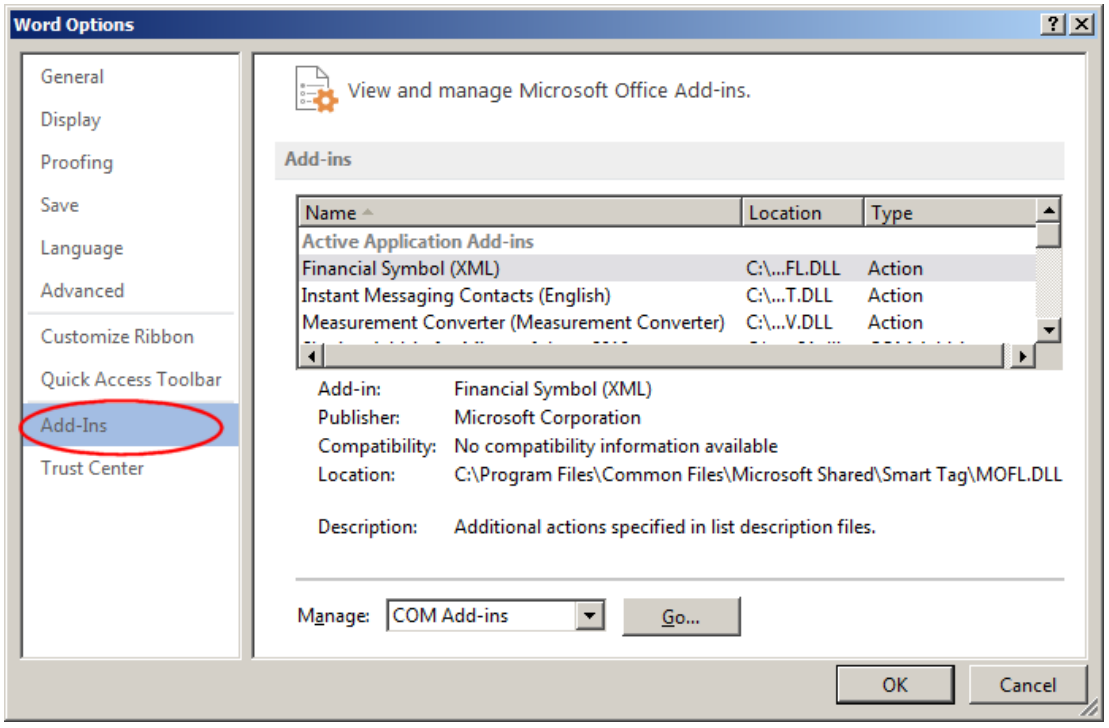
5 In the **Dictionary language** drop-down list, select **All languages**.



6 Click **OK**

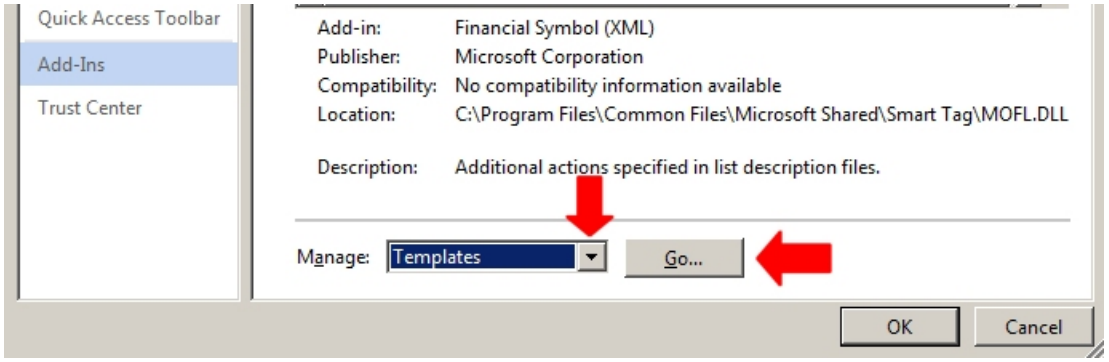
Load the NADFAS2Section.dot add-in

1 In the left pane, click **Add-Ins**.

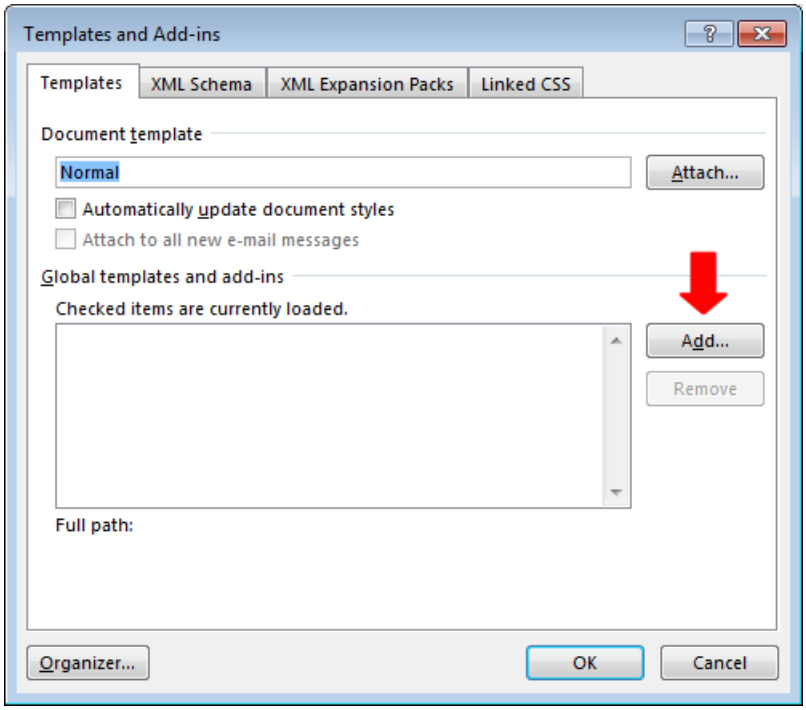


2 At the bottom of the right pane, click the **Manage** list arrow and select **Templates**.

3 Click **Go**.



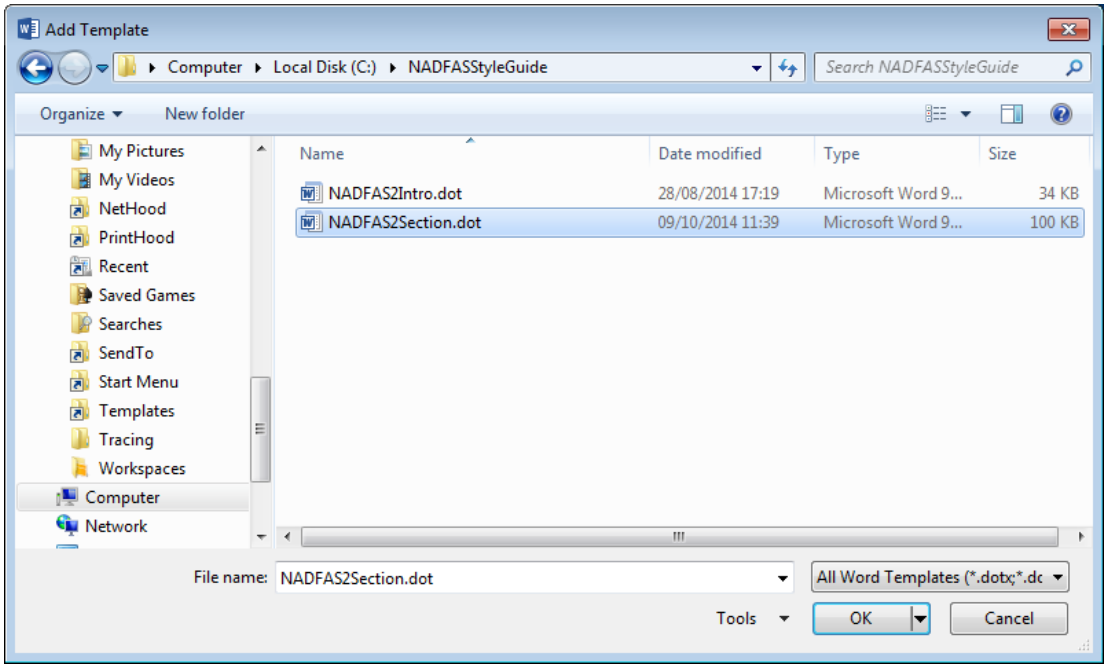
4 In the **Templates and Add-ins** dialog box, click **Add**.



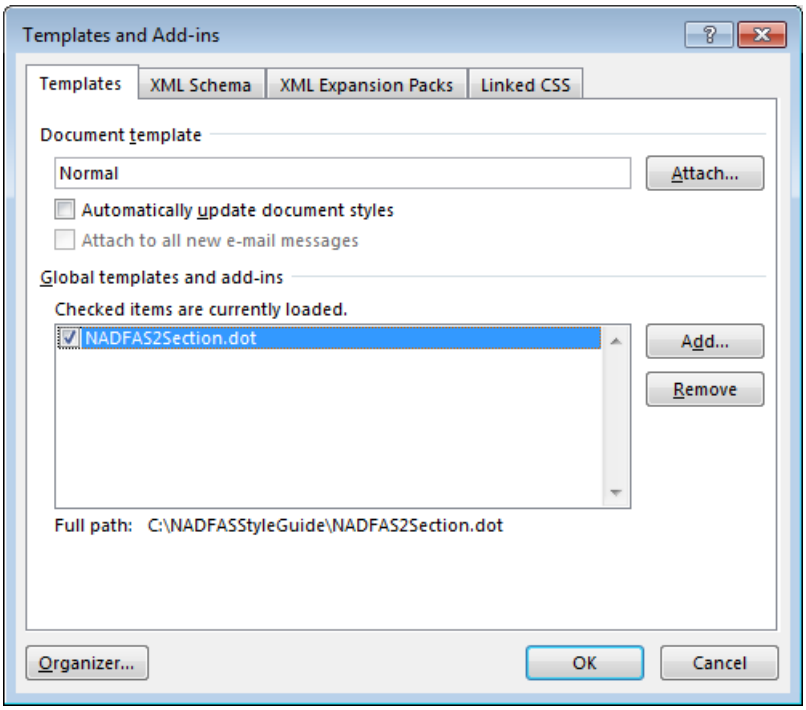
5 Navigate to **C:\NADFASStyleGuide** – the easiest way to do this is to click the folder symbol at the left end of the address bar (just before the first item), so that the icons change to text.

6 Overtype the text to read **C:\NADFASStyleGuide** and press **ENTER**.

7 Click **NADFAS2Section.dot** to select it and click **OK**.



8 You'll see **NADFAS2Section.dot** in the **Global templates and Add-ins** box with a tick beside it showing that it is loaded.

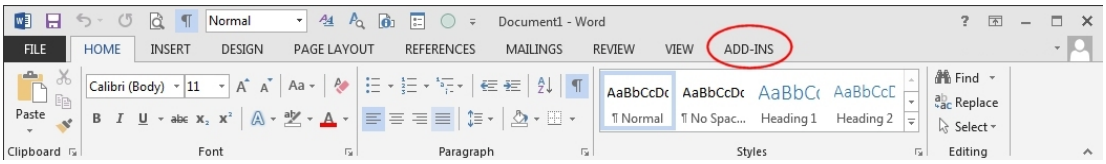


9 Click **OK** to close the **Templates and Add-ins** dialog box.

Set the NADFAS dictionary

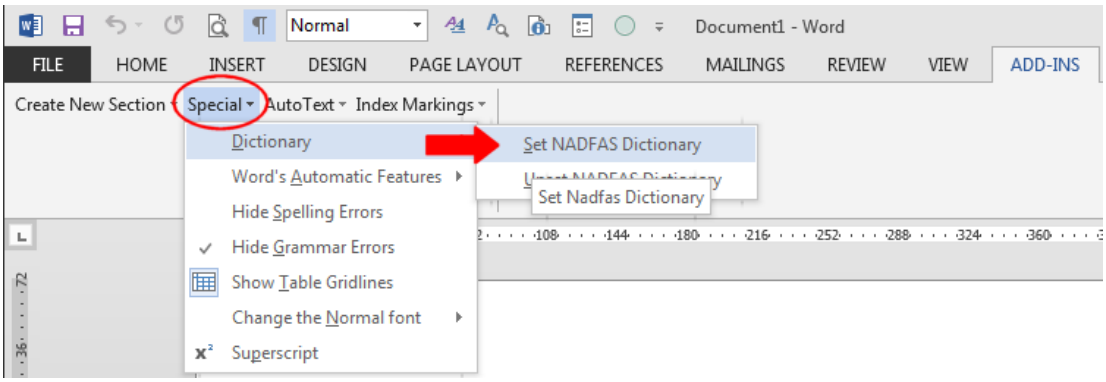
If you do not have an existing NADFAS.dic , Word creates one. Otherwise Word uses the one you put in the NADFASStyleGuide folder earlier. You need to carry out this step to load the dictionary into Word.

1 Click the **Add-ins** tab at the far right of the ribbon.



2 Click **Special**.

3 From the list of items, point to **Dictionary** and then click **Set NADFAS Dictionary**.



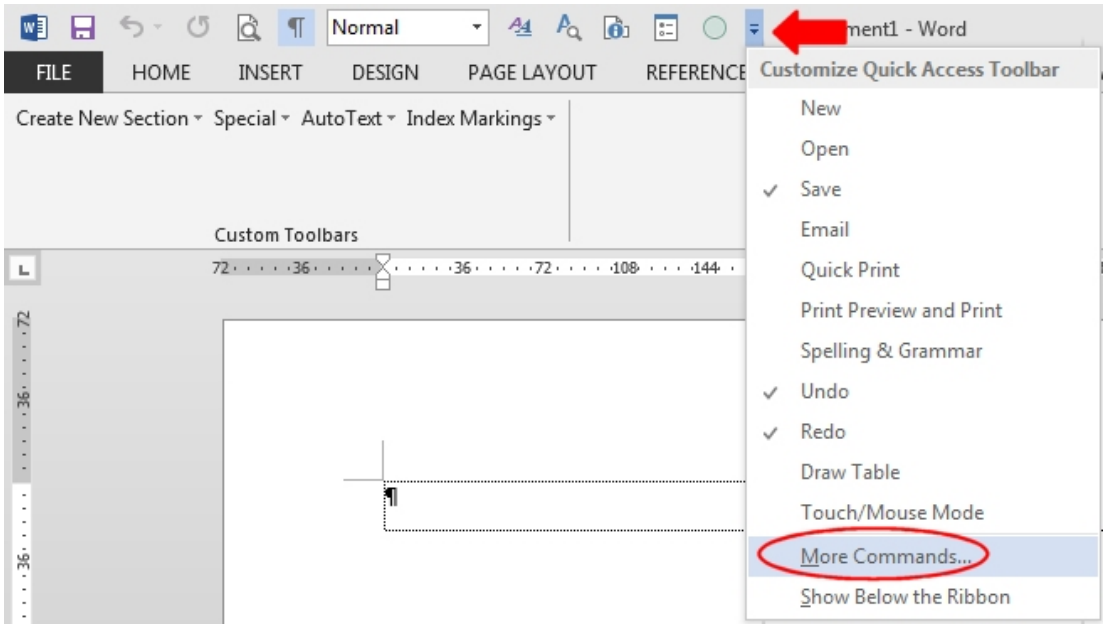
4 Word creates the dictionary in the correct location (or loads the existing dictionary) and sets it as the default dictionary for **All Languages**.

5 If you do not want to work with the NADFAS templates now, click **Unset NADFAS Dictionary** to set your own CUSTOM.dic as the default dictionary. This does not remove the NADFAS dictionary, it just stops new words from bring saved into it or offered as spelling corrections when you are doing other work.

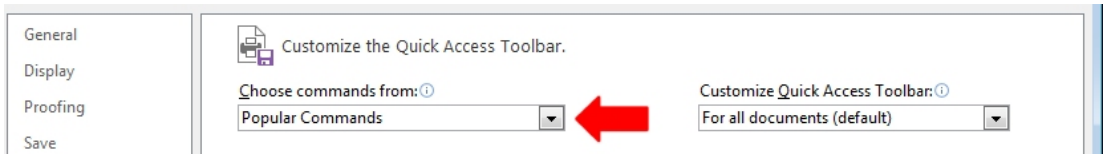
Add Add-ins to your Quick Access toolbar

1 On the **Quick Access toolbar**, click the **Customize Quick Access toolbar** arrow.

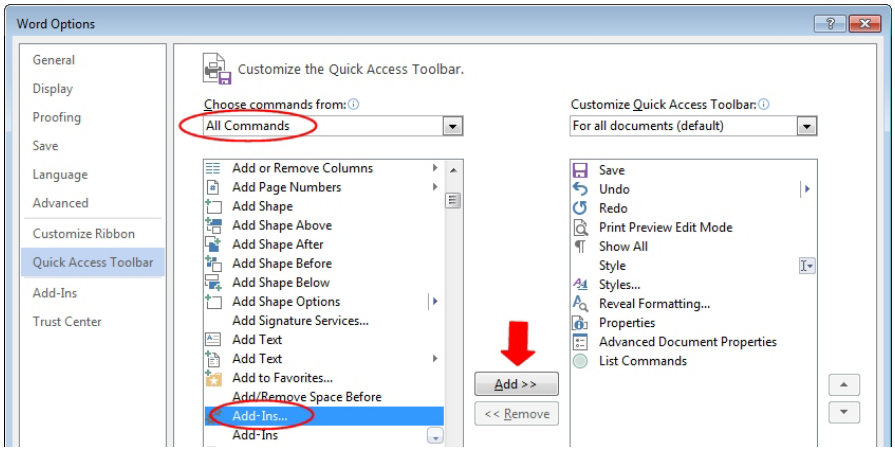
2 Click **More Commands**.



3 In the right -pane, above the list on the left, in the **Choose commands from** list, select **All Commands**.



4 In the list on the left, scroll down and click **Add-Ins…** (the first one). Click **Add** between the two lists to add the command to your Quick Access toolbar.



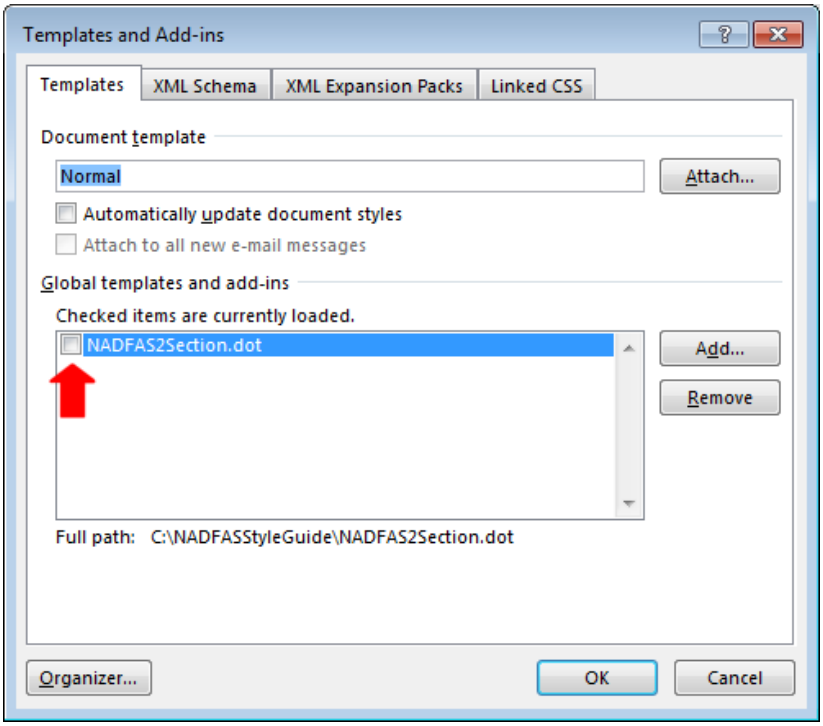
5 Click **OK**. You'll see the Add-Ins command at the end of the Quick Access toolbar.

C Using the NADFAS templates

Each time you want to use the NADFAS templates, you need to load NADFAS2Section.dot as an Add-in and set NADFAS.dic as the default dictionary for All Languages.

1 On the **Quick Access toolbar**, click **Add-Ins** .

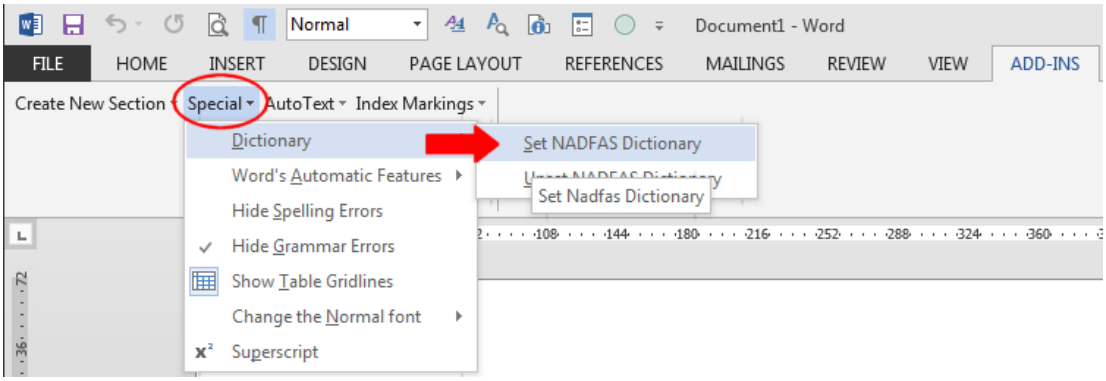
2 Click the box next to **NADFAS2Section.dot** to load it.



3 Click **OK**.

4 On the **Add-Ins** tab at the right side of the ribbon, click **Special**.

5 From the list of items, point to **Dictionary** and then click **Set NADFAS Dictionary**.



TIP: Don't forget to **Unset NADFAS Dictionary** to restore your own dictionary when you have finished working with the NADFAS templates.

Installing the NADFAS Style Guide – Windows 8

This guide explains how to install the NADFAS templates and dictionary for use with Word 2013. It does not explain how to use the templates.

Before you begin, put the two templates on your desktop.

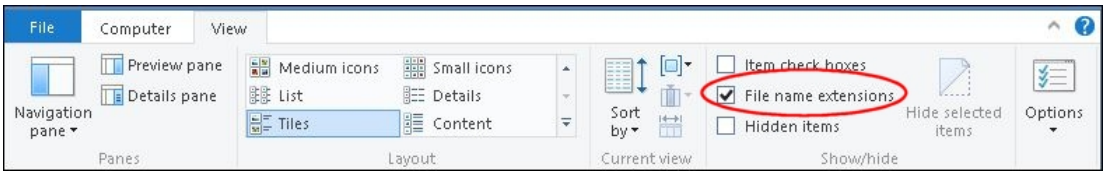
A Creating the NADFAS Style Guide folder

You need to create a folder on your local disk (C:) to hold the templates and dictionary. It is important to create the folder in the correct location with the correct name. If you do not do this, the templates will not work.

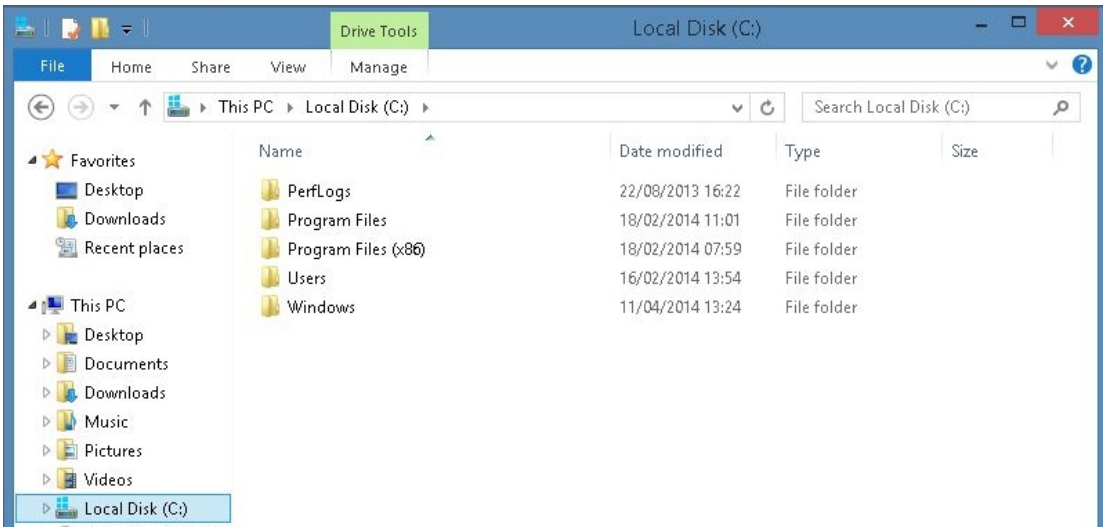
1 From the Windows desktop, on the **Taskbar**, click **File Explorer** (or press **Windows + E**).

2 On the ribbon, click **View**. If you cannot see the ribbon, click the small **V** next to the question mark in the top right corner.

3 At the right side of the **View** tab, the **File Extensions** box should be ticked. If it is not, click the box to tick it.

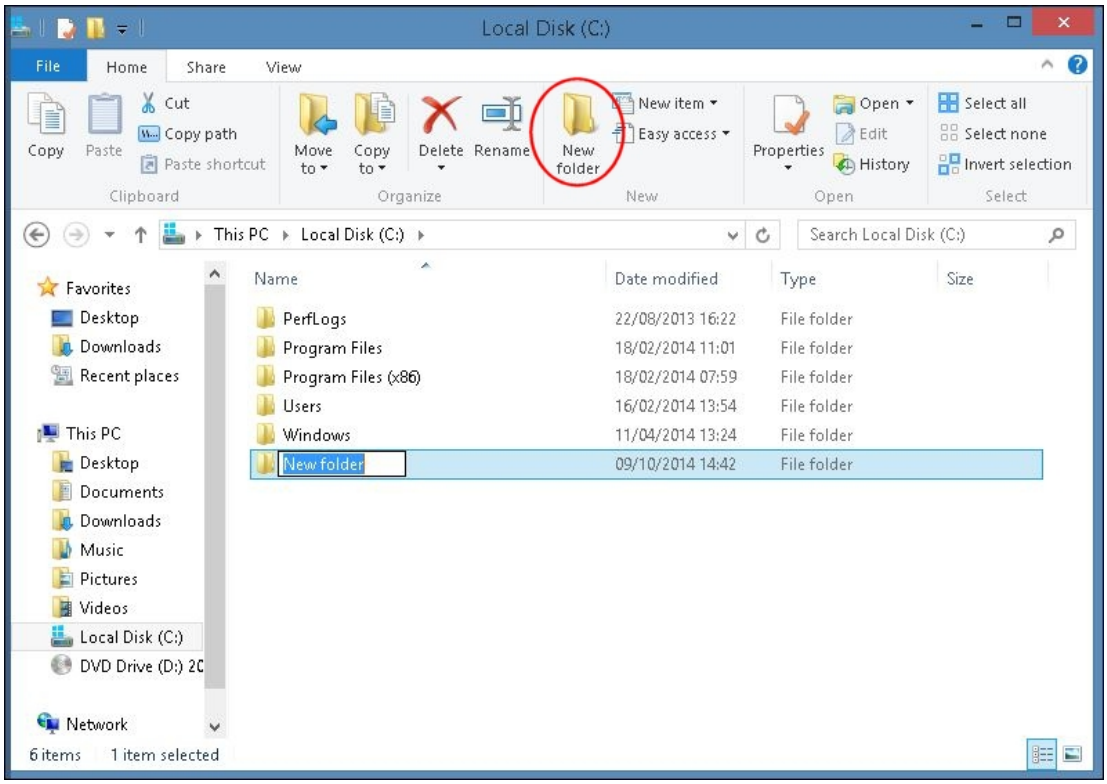


4 In the left pane, scroll down until you can see drive **C:**. You might have to click the arrow next to **This PC** in order to do so.

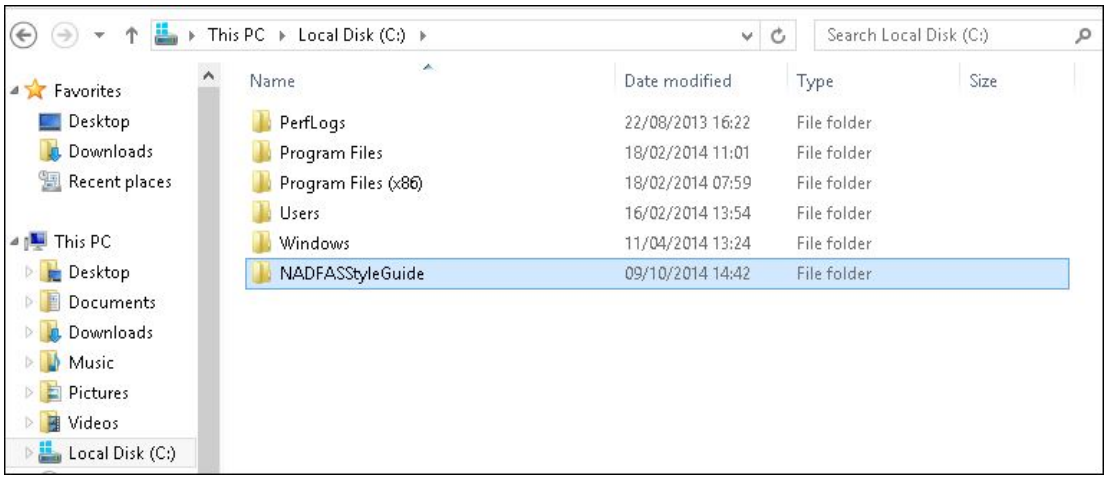


5 Click drive **C:** so it is highlighted.

6 On the **Home** tab, click **New Folder**. You'll see a **New folder** appear in the right pane with the text highlighted.



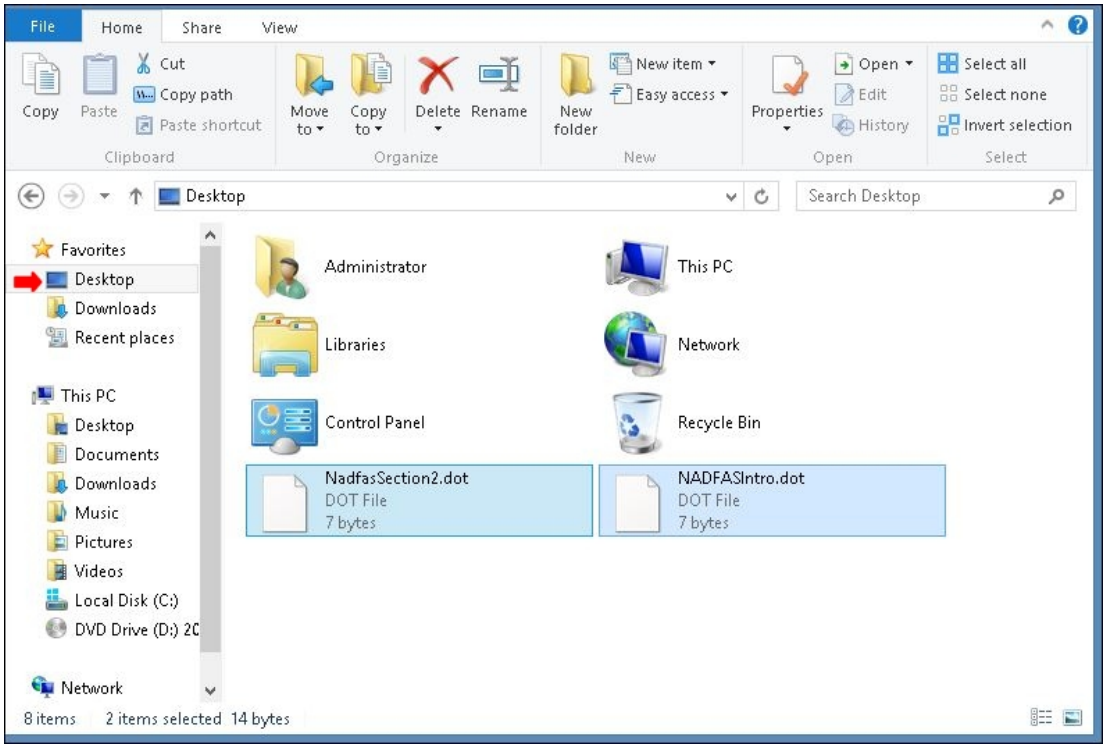
7 Without clicking anywhere, type **NADFASStyleGuide** and press **ENTER** to name the folder.



8 Double-click the **NADFASStyleGuide** folder to open it. You'll see its name at the end of the address bar at the top of the window. **This PC > C: > NADFASStyleGuide**.

Move the templates into the folder

1 In **File Explorer**, in the left pane, click **Desktop**.

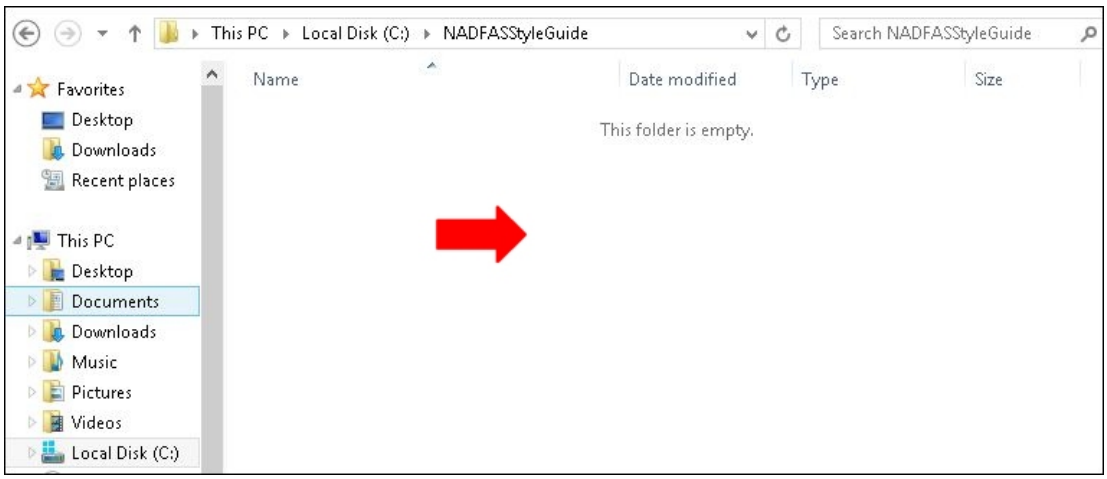


2 In the right pane, select the templates. You can select both at once by clicking one and then holding down the **CTRL** key and clicking the other. If you prefer, you can move them one at a time.

3 Press **CTRL +X** to cut the selected templates.

4 At the far left, just above the left pane, click the Back arrow to return to the **NADFASStyleGuide** folder.

5 Click in the currently empty right pane and press **CTRL +V** to paste the templates.



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1 Using **File Explorer**, navigate to the folder containing your **NADFAS.dic**.

2 Select it and press **CTRL +X**.

3 In the left pane, click drive **C:**, then, in the right pane, double-click **NADFASStyleGuide**.

4 Press **CTRL +V** to paste the dictionary.

5 You should have three files in the folder:

- NADFAS2Intro.dot
- NADFAS2Section.dot
- NADFAS.dic

B Configuring Word 2013 to use the templates

You need to change some settings in Word to make the templates work correctly. Changing these settings will not have an adverse affect on any other work you do in Word. Your screen might look different – it depends on what Windows and Office theme you are using, but the options will be the same.

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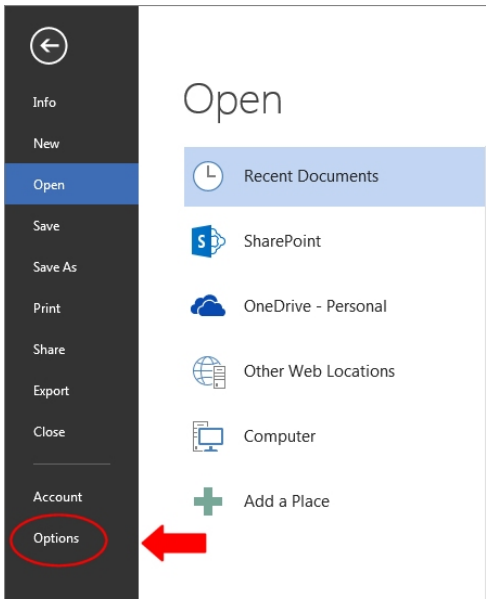
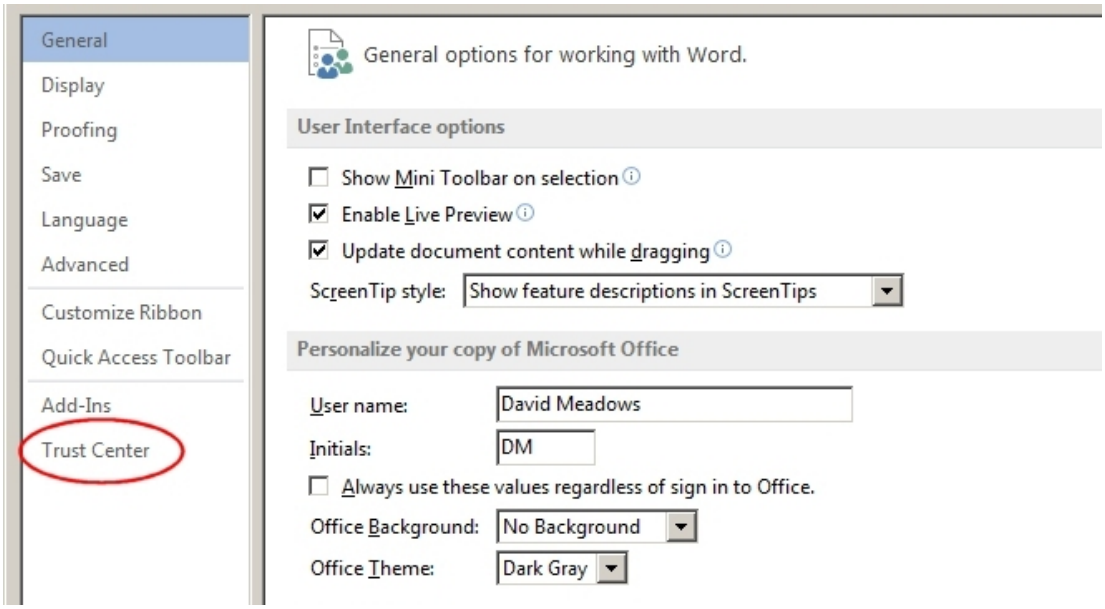
1 Run **Word**.

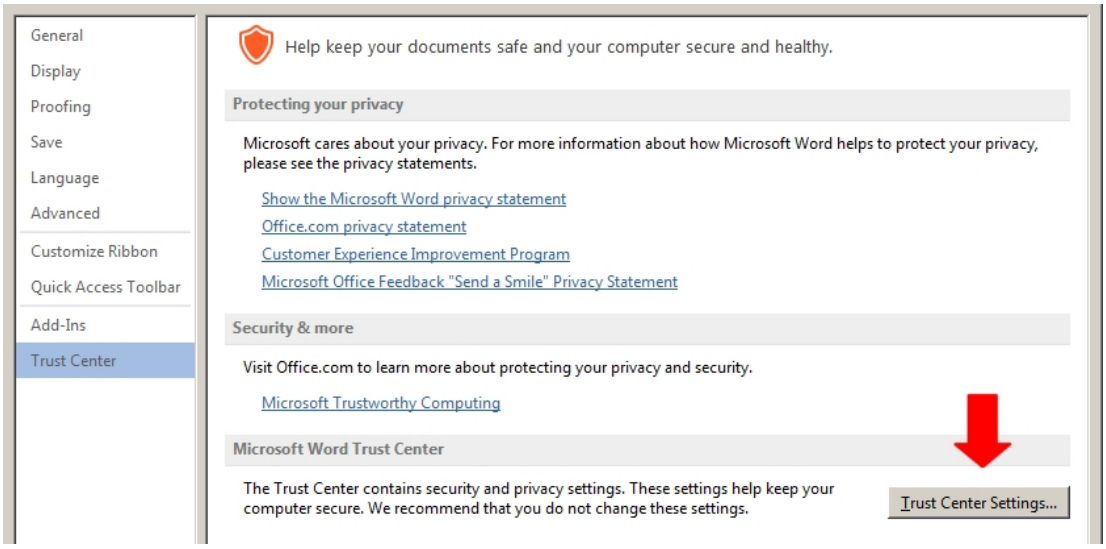
2 On the **File** tab, click **Options**.



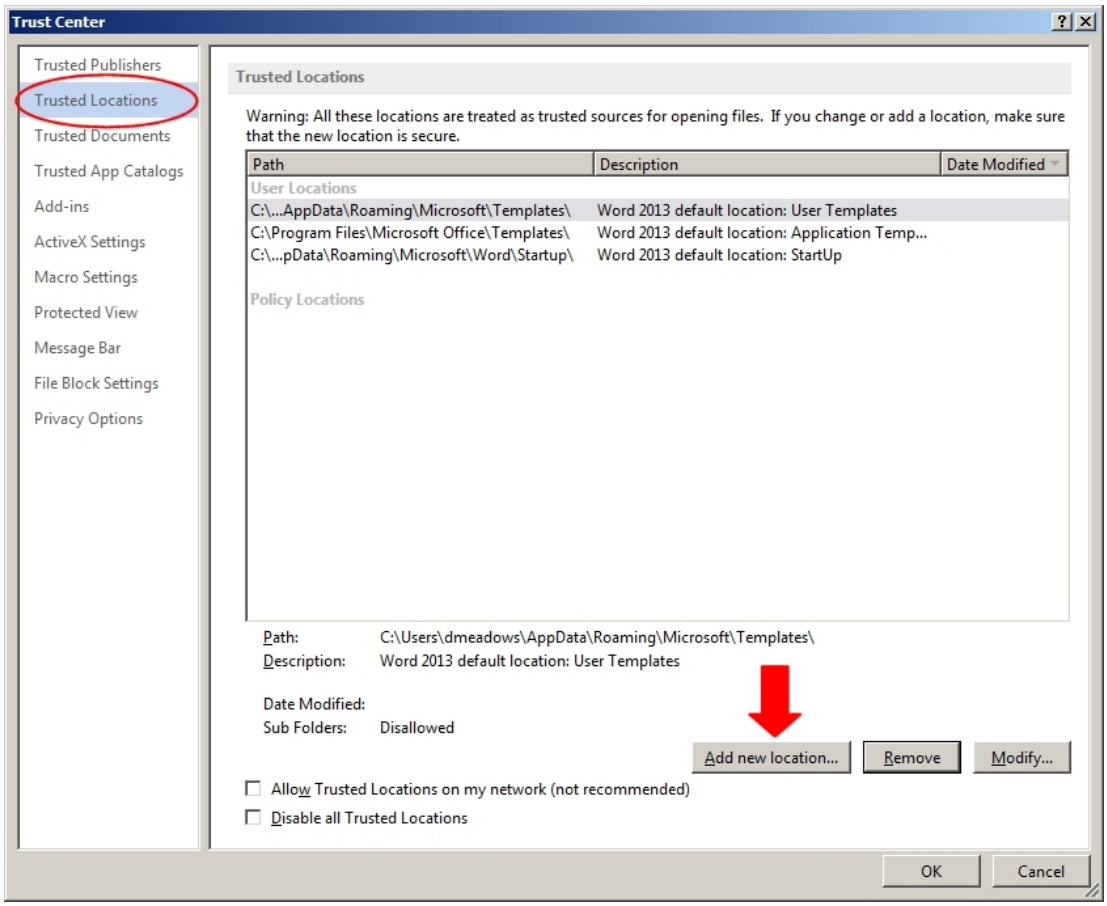
3 In the left pane, click **Trust Center**.



4 In the right pane, click **Trust Center Settings** to open the Trust Center.

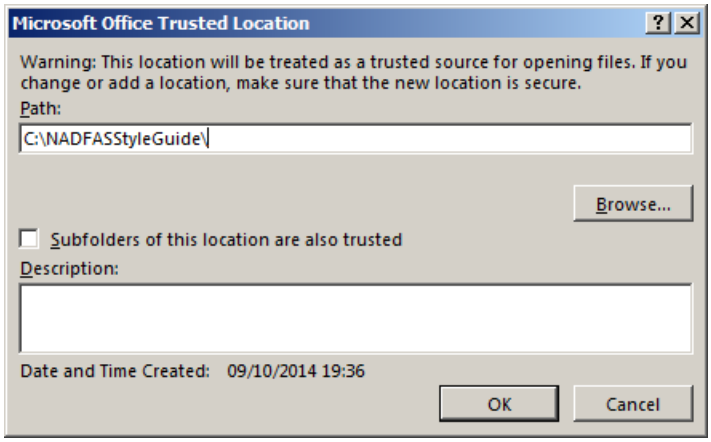


5 In the left pane, click **Trusted Locations**.



6 At the bottom of the right pane, click **Add new location**.

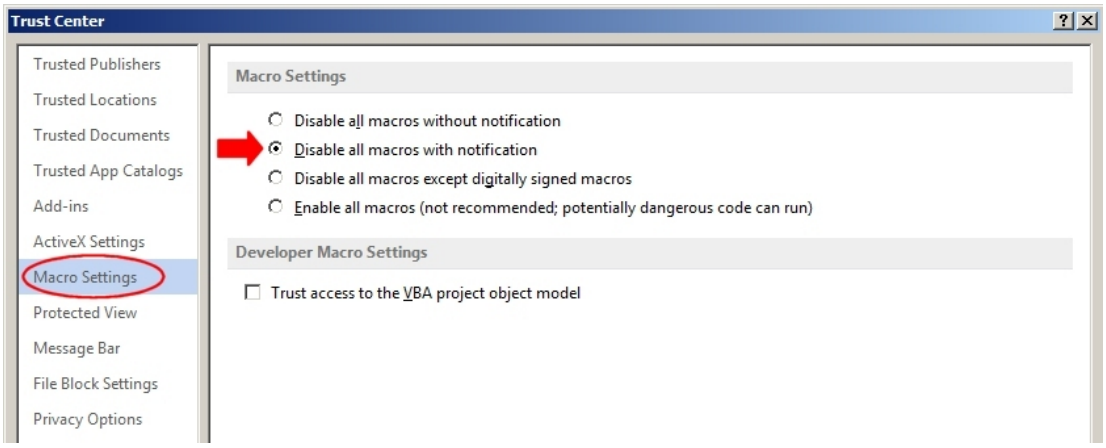
7 In the **Path**: box, type **C:\NADFASStyleGuide** and click **OK** to add the template location.



8 You'll see the folder appear in the **User Locations** list at the top of the right pane.

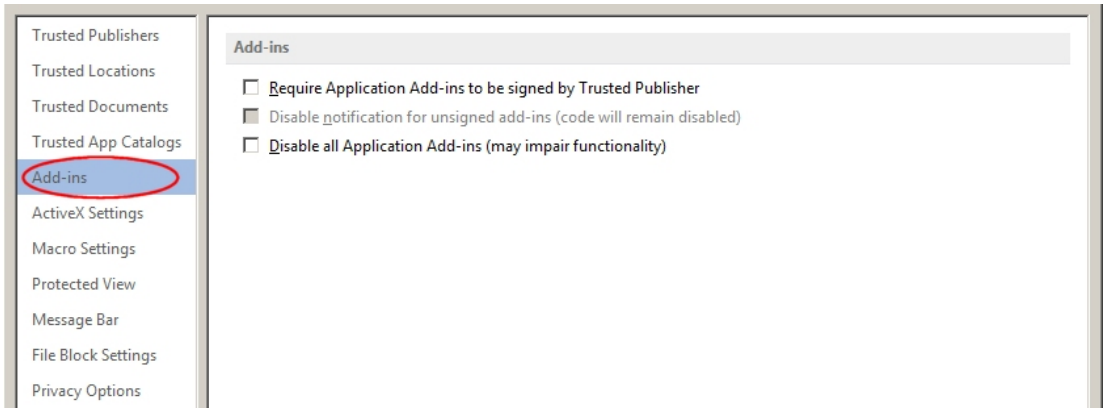
Check macro and add-in settings

1 In the left pane, click **Macro Settings**.



2 In the right pane, make sure that **Disable all macros with notification** is selected. This is the default setting, so you should not to have to change it. But if it is different, change it.

3 In the left pane, click **Add-ins**.



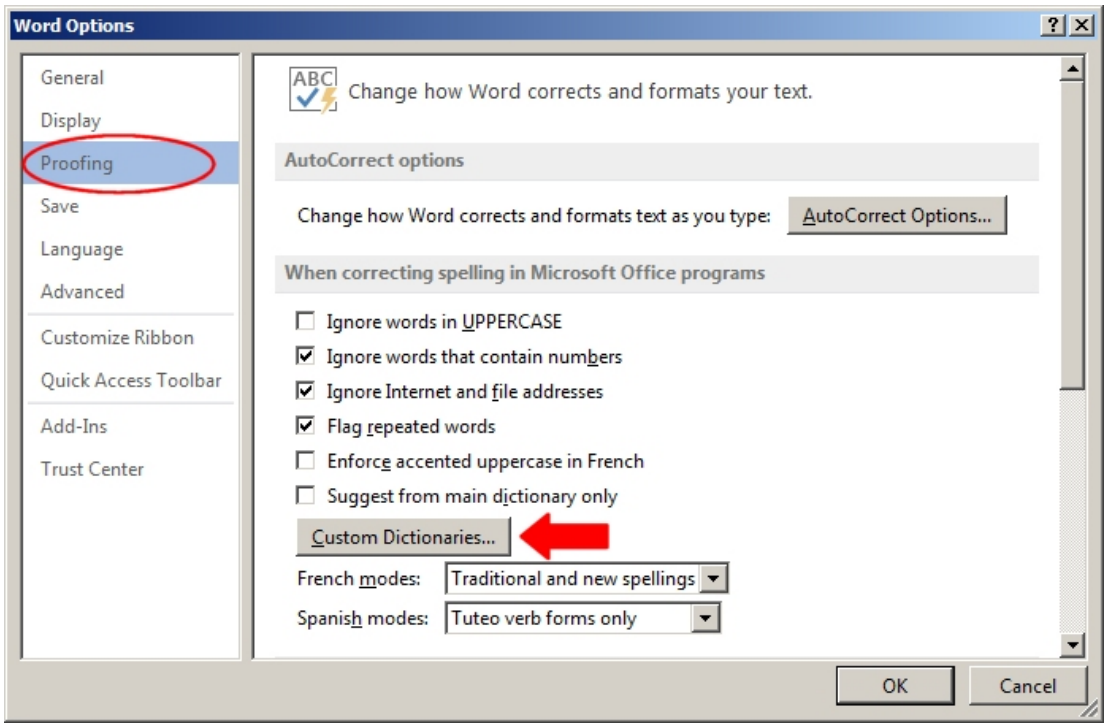
4 Make sure that none of the boxes are selected. If they are, click them to clear the tick.

5 Click **OK** to close the **Trust Center** and return to **Word Options**

Check your dictionary language

1 In the left pane, click **Proofing**.

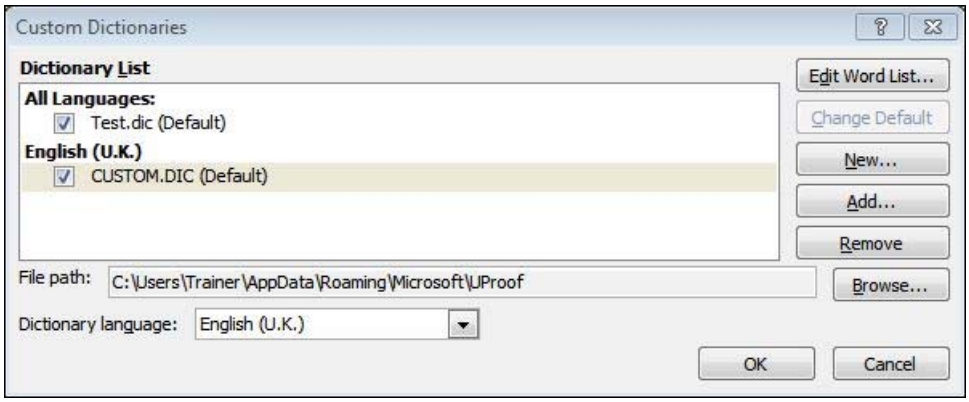
2 In the right pane, click **Custom Dictionaries**.



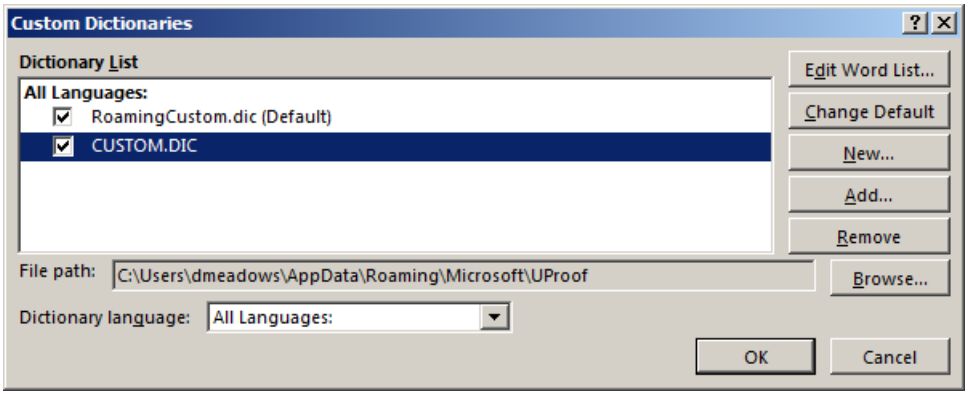
3 In the **Custom Dictionaries** dialog box, if **CUSTOM.dic** appears under **All Languages**, just click **OK** to close the dialog box.

If it appears under a particular language, for example, **English UK**, you need to change it to apply to **All Languages** *unless* you have decided to use different dictionaries for different languages.

4 To change the dictionary language, click **CUSTOM.dic** so that it is highlighted (be careful to click the name so you do not remove the tick).



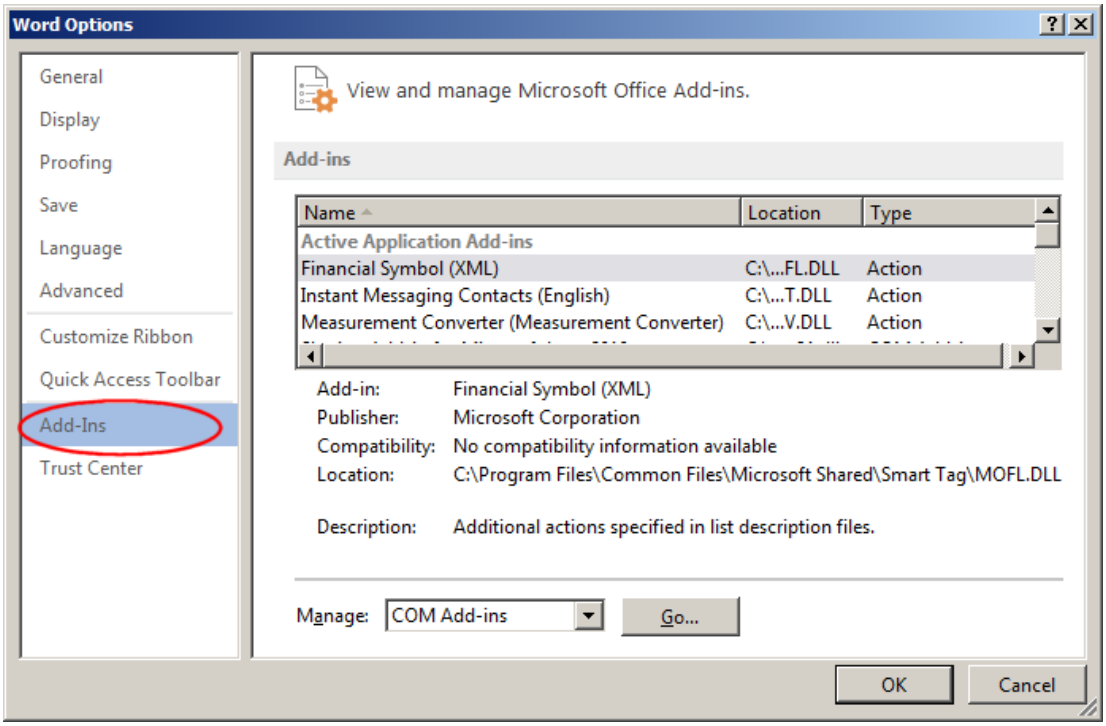
5 In the **Dictionary language** drop-down list, select **All languages**.



6 Click **OK**

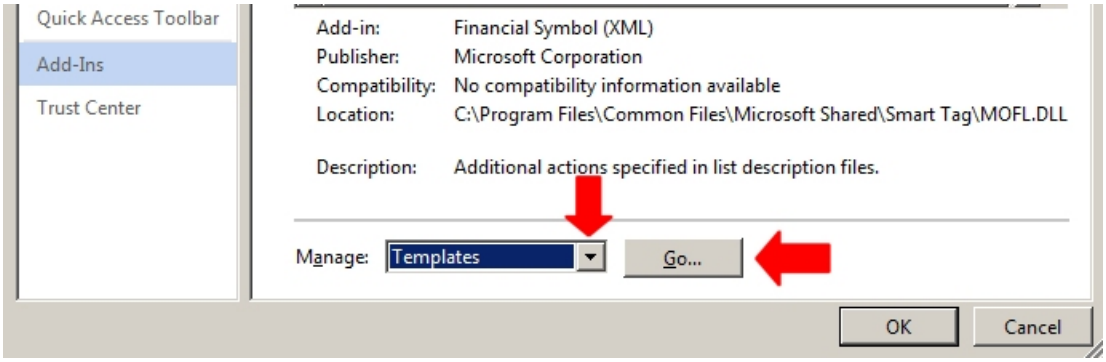
Load the NADFAS2Section.dot add-in

1 In the left pane, click **Add-Ins**.

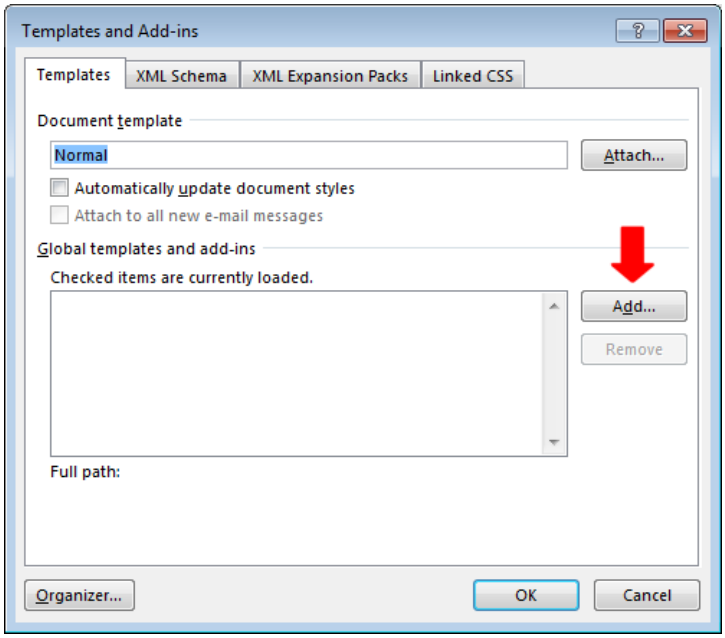


2 At the bottom of the right pane, click the **Manage** list arrow and select **Templates**.

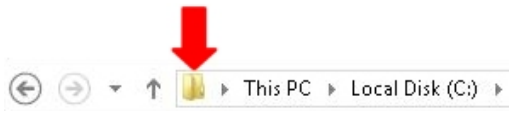
3 Click **Go**.



4 In the **Templates and Add-ins** dialog box, click **Add**.

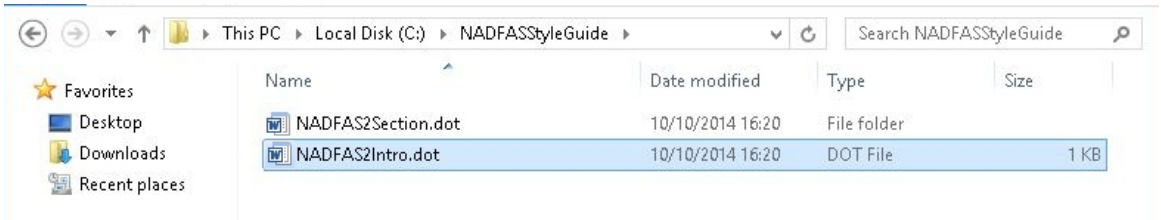


5 Navigate to **C:\NADFASStyleGuide** – the easiest way to do this is to click the folder symbol at the left end of the address bar (just before the first item), so that the icons change to text.

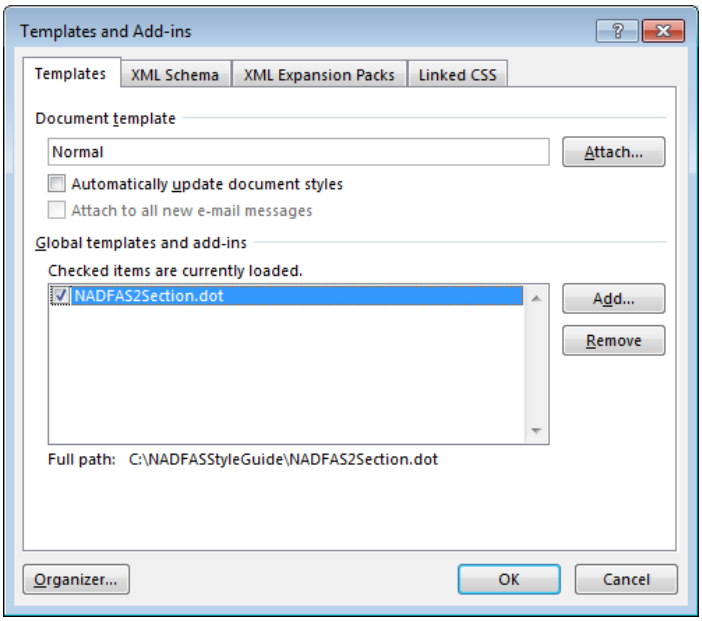


6 Overtype the text to read **C:\NADFASStyleGuide** and press **ENTER**.

7 Click **NADFAS2Section.dot** to select it and click **OK**.



8 You'll see **NADFAS2Section.dot** in the **Global templates and Add-ins** box with a tick beside it showing that it is loaded.

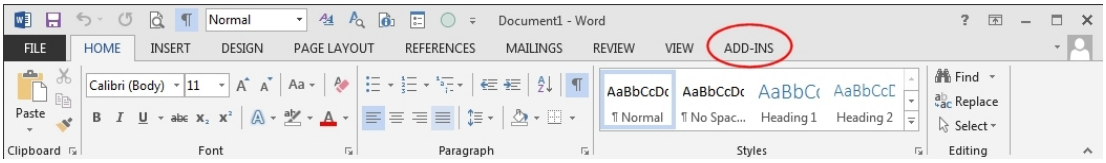


9 Click **OK** to close the **Templates and Add-ins** dialog box.

Set the NADFAS dictionary

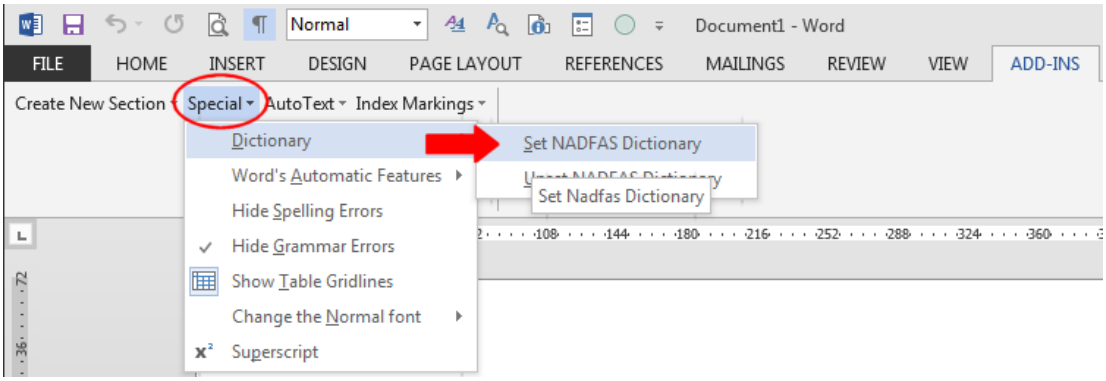
If you do not have an existing NADFAS.dic , Word creates one. Otherwise Word uses the one you put in the NADFASStyleGuide folder earlier. You need to carry out this step to load the dictionary into Word.

1 Click the **Add-ins** tab at the far right of the ribbon.



2 Click **Special**.

3 From the list of items, point to **Dictionary** and then click **Set NADFAS Dictionary**.



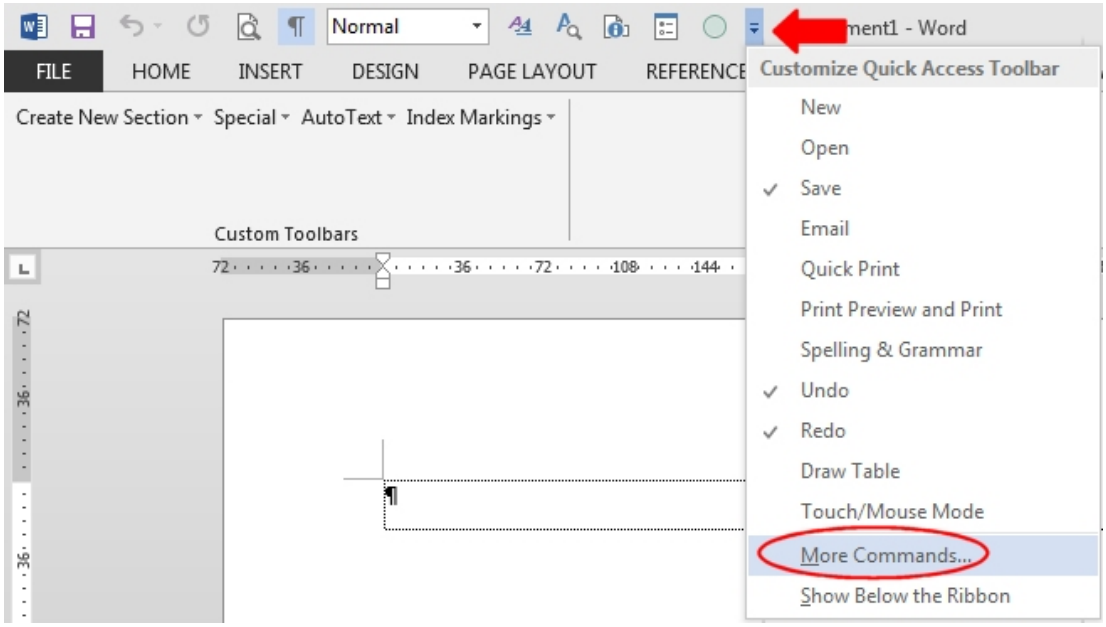
4 Word creates the dictionary in the correct location (or loads the existing dictionary) and sets it as the default dictionary for **All Languages**.

5 If you do not want to work with the NADFAS templates now, click **Unset NADFAS Dictionary** to set your own CUSTOM.dic as the default dictionary. This does not remove the NADFAS dictionary, it just stops new words from bring saved into it or offered as spelling corrections when you are doing other work.

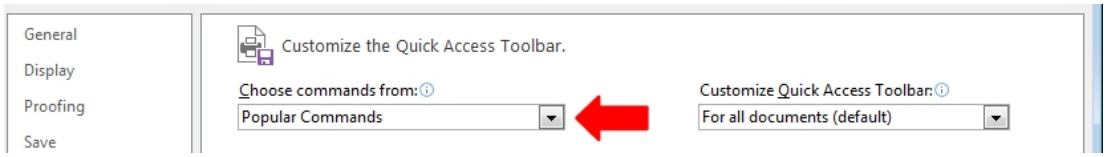
Add Add-ins to your Quick Access toolbar

1 On the **Quick Access toolbar**, click the **Customize Quick Access toolbar** arrow.

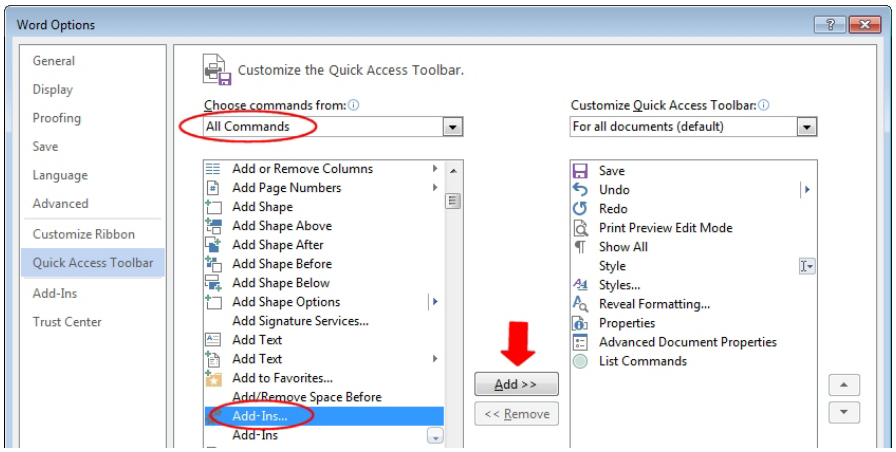
2 Click **More Commands**.



3 In the right -pane, above the list on the left, in the **Choose commands from** list, select **All Commands**.



4 In the list on the left, scroll down and click **Add-Ins…** (the first one). Click **Add** between the two lists to add the command to your Quick Access toolbar.



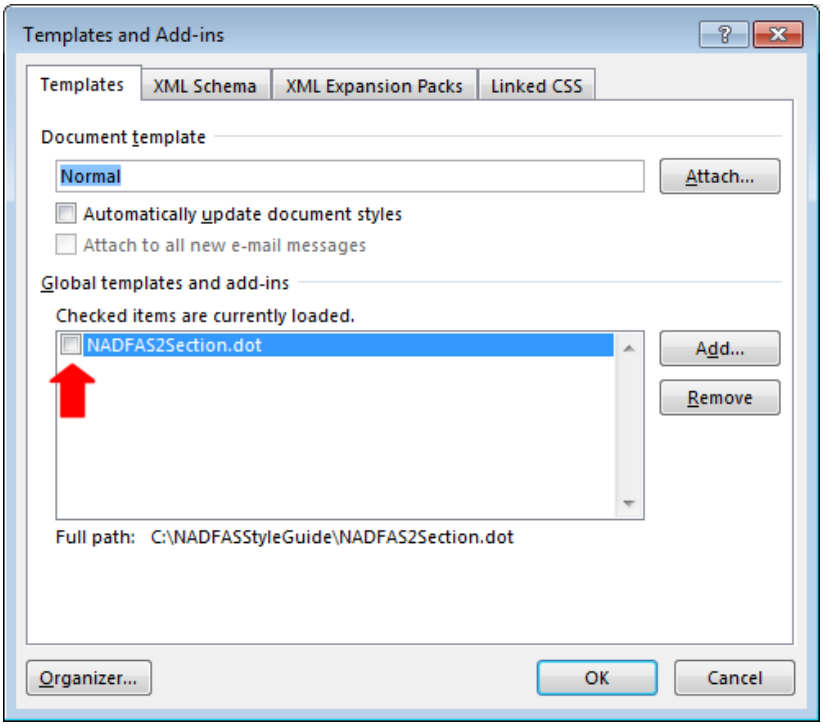
5 Click **OK**. You'll see the Add-Ins command at the end of the Quick Access toolbar.

C Using the NADFAS templates

Each time you want to use the NADFAS templates, you need to load NADFAS2Section.dot as an Add-in and set NADFAS.dic as the default dictionary for All Languages.

1 On the **Quick Access toolbar**, click **Add-Ins** .

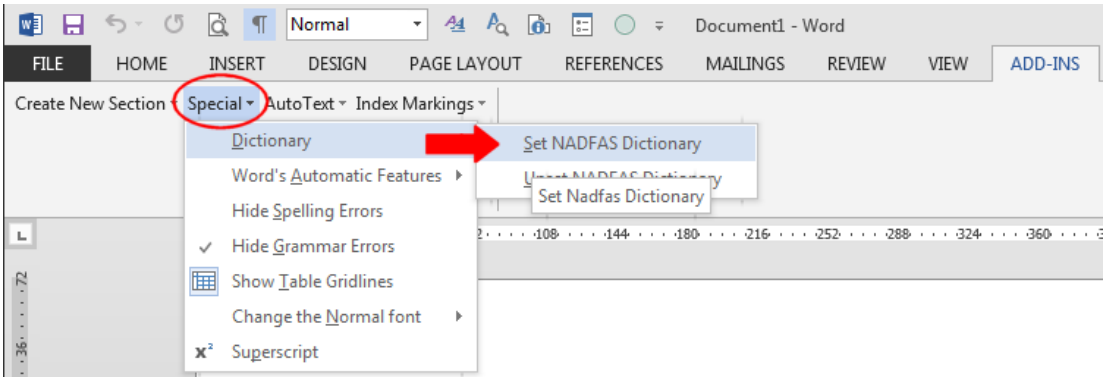
2 Click the box next to **NADFAS2Section.dot** to load it.



3 Click **OK**.

4 On the **Add-Ins** tab at the right side of the ribbon, click **Special**.

5 From the list of items, point to **Dictionary** and then click **Set NADFAS Dictionary**.



TIP: Don't forget to **Unset NADFAS Dictionary** to restore your own dictionary when you have finished working with the NADFAS templates.