

---

# How to . . .

---

## Modify Normal.dot Template

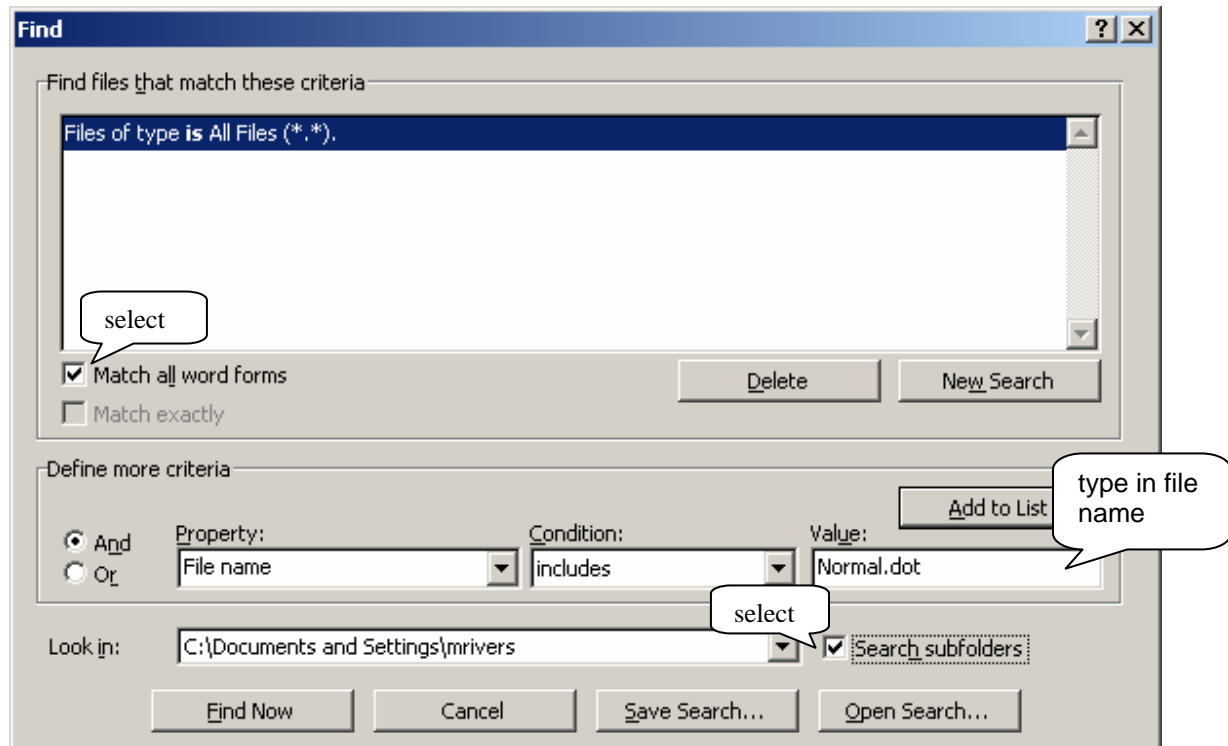
In Word, select:

- File
- Open
- Local Disk (C:)
- Documents and Settings
- Your folder name (*ie, mrvivers*)
- Template
- Select file Normal.dot

If you cannot see template folder or the Normal.dot file, select:

- Tools
- Find

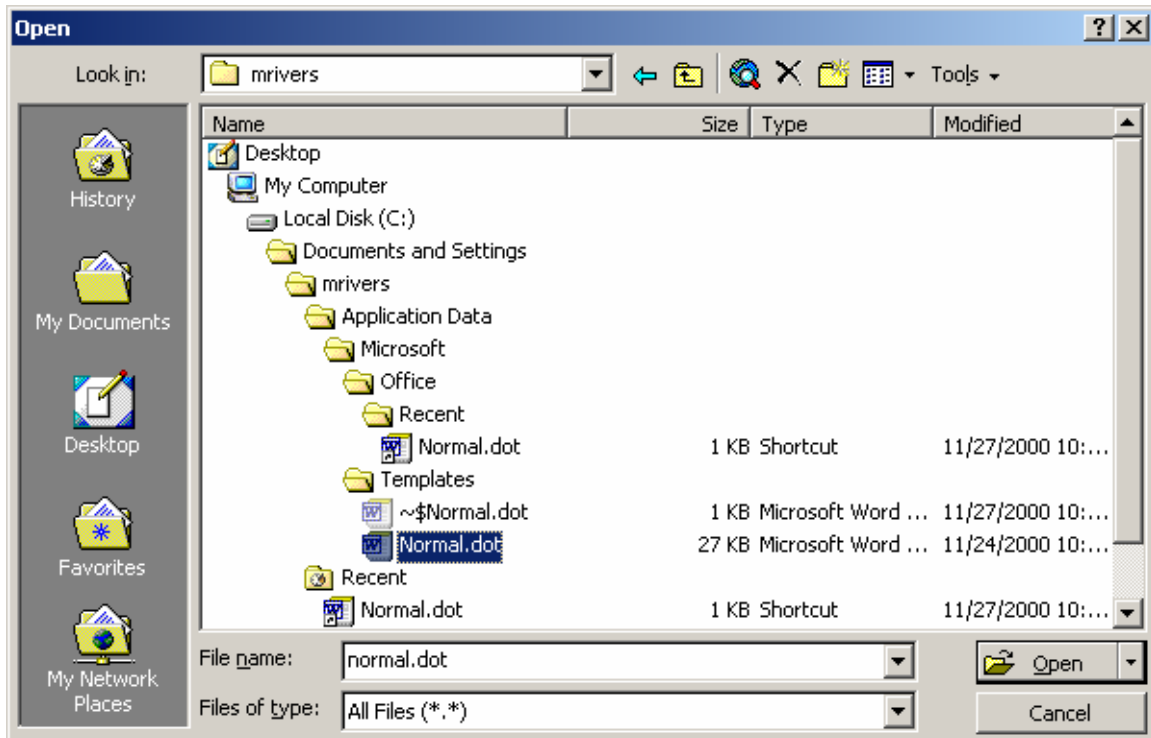
Make changes as follows:



Select:

- Add to List
- Find Now

The following screen appears:



From the list of documents, select the correct Normal.dot file listed under the Template folder, then select Open

Make changes and save document