

# Appendix 12 – Backing up the Normal Template

## First on a PC

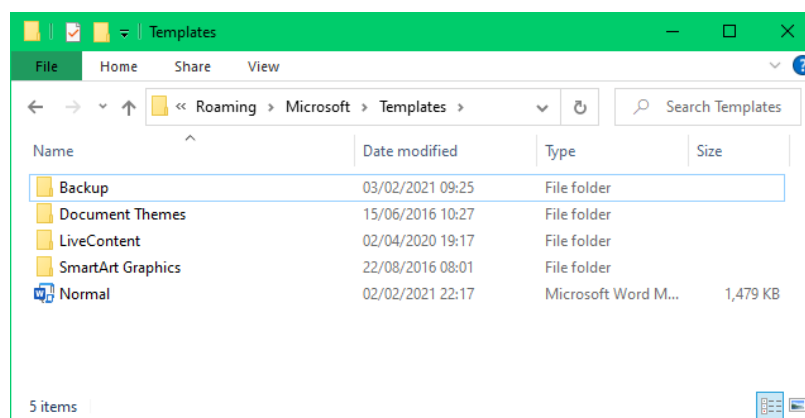
### Finding the location (pathname) of the Normal template

Your Normal template is held in a Templates folder, set up on your computer by Microsoft. If you don't know where it is, first try this quick method, which works on most computers.

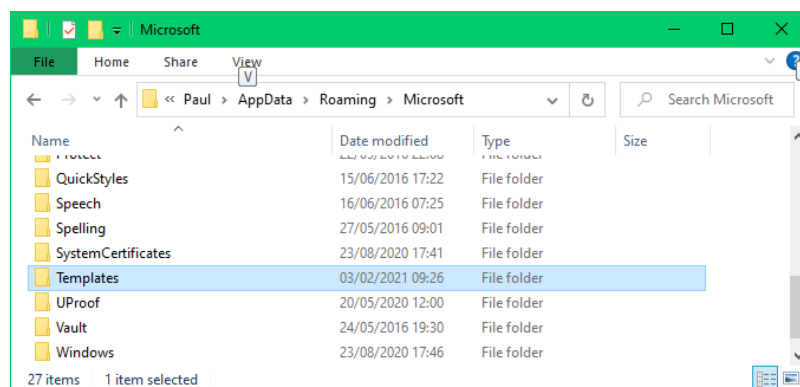
Click on the File Explorer icon on the taskbar and click in the address line near the top (where it probably says “Quick access”) and type or paste:

```
%appdata%\Microsoft\Templates
```

Then press Enter, and you'll see the contents of your Templates folder, looking something like this:



If you go up one level by clicking on “Microsoft” in the address line (or click the up-arrow to the left of the address):



Right-click on the Templates folder and click “Create shortcut”. Then if you drag that shortcut onto your desktop, you will be able to open the Templates folder at a moment's notice.

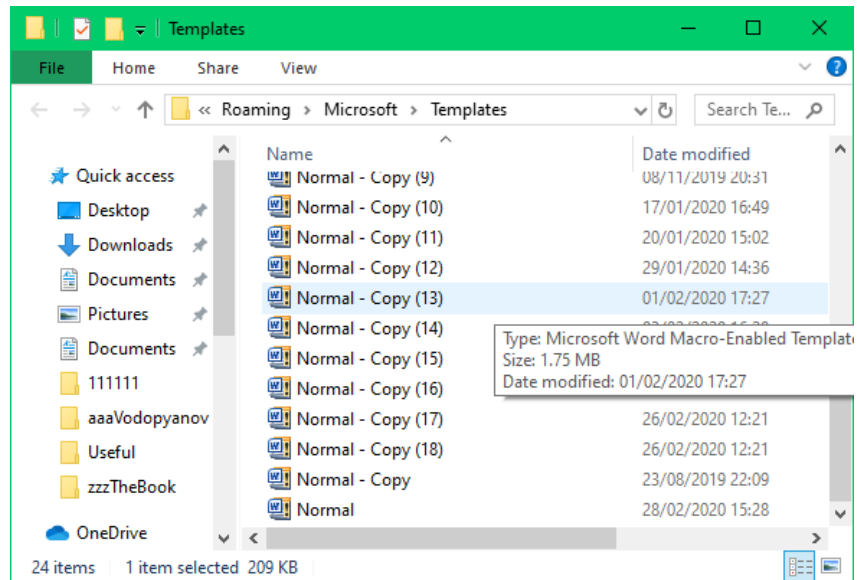
### Backing up the Normal Template

So, in the Templates folder:

- click on the file ‘Normal’
- click Ctrl-C to copy it
- click Ctrl-V to paste it

## Job done!

If you do this regularly, you will end up with a folder looking a bit like this, where ‘Normal - Copy (18)’ is the latest backup version:



## Restoring your macros

If you ever need to restore your macros – say Microsoft does an upgrade and your macros disappear – then move the current ‘Normal’ file into the waste bin, click on your latest backup copy (i.e. ‘Normal - Copy (18)’ in the example above) and Ctrl-C and Ctrl-V. This will create a new file, say, ‘Normal - Copy (18) - Copy’, so click on it and then press F2, and rename the resulting file as ‘Normal’.

## Now on a Mac

(Supplied by Karen Cox. Thanks, Karen!)

### Finding the location (pathname) of the Normal template

#### Word 365 for Mac

Open any Word file. Run the below *NTaddress* macro.

```
Sub NTaddress ()  
    ' Version 26.06.20  
    ' Locates your Normal template folder  
  
    Documents.Add  
    Selection.TypeText Text:=NormalTemplate.FullName  
End Sub
```

This macro will create a new Word file containing the pathname for where the Normal template is located on your computer. It should look something like this:

```
/Users/[YourName]/Library/Group Containers/UBF8T346G9.Office/User  
Content.localized/Templates.localized/Normal.dotm
```

Now jump to the **Displaying the location of the Normal template in Finder** section below.

#### Word for Mac 2011

Open any Word file. Run the *NTaddress* macro (see above for the text). This will create a new Word file containing the pathname for where the Normal template is located on your computer. It should look something like this:

```
Macintosh HD:Users:[YourName]:Library:Application Support:Microsoft:Office:User  
Templates:Normal.dotm
```

Change the colons to slashes and remove 'Macintosh HD' and it should look like this:

```
/Users/[YourName]/Library/Application Support/Microsoft/Office/User Templates/Normal.dotm
```

Now continue to the **Displaying the location of the Normal template in Finder** section below.

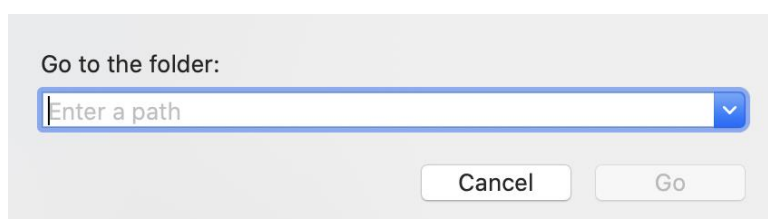
### Displaying the location of the Normal template in Finder

Select and copy the pathname that the macro *NTaddress* produced (⌘+C) – or your amended version minus slashes and 'Macintosh HD' if you are working in Word for Mac 2011. NB Don't just copy the example above!

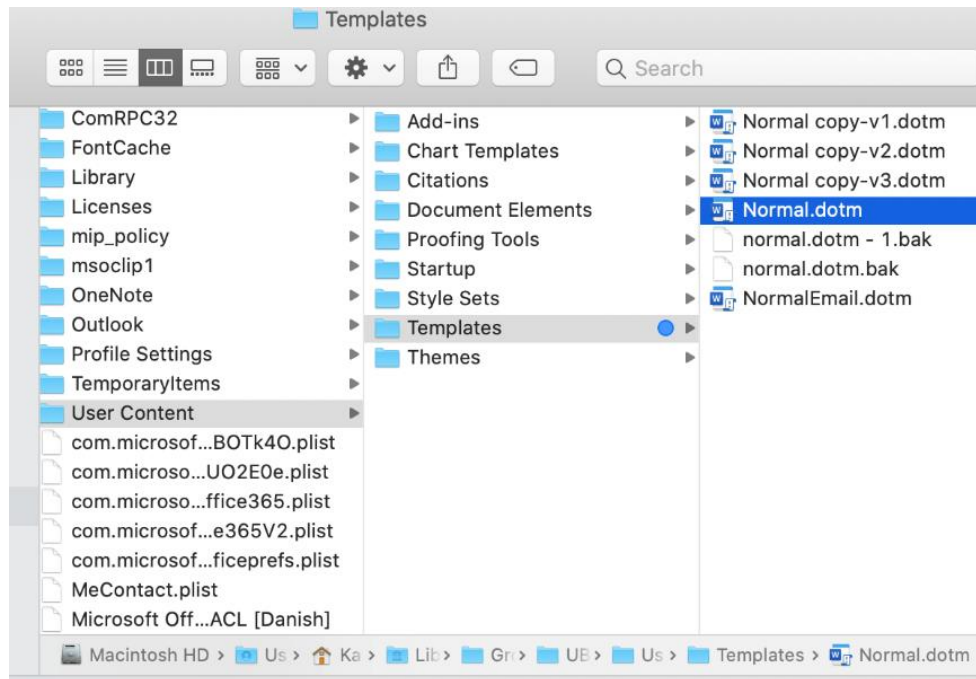
Open a Finder window or click one that is already open:

1. Click on your desktop.
2. In the Finder menu at the very top of the screen, click Go > Go to Folder. You can type ⌘+Shift+G instead of Go > Go to Folder.

This box appears:

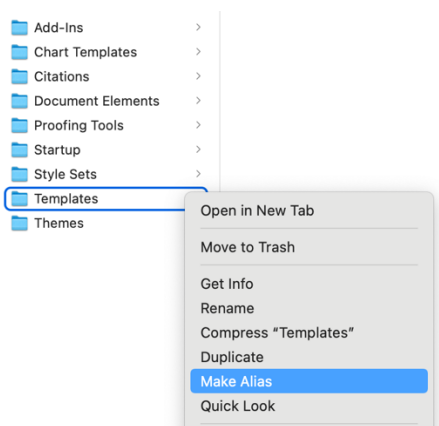


If the box already has text in it, delete the text. Into the box, paste the pathname you copied (⌘+V) and click Go. The result will be slightly different for Word 2011 and Word 365, but will be something like this:

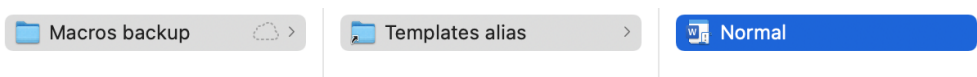


To easily access the Normal Template folder, make an alias (a shortcut to the folder):

1. Put the mouse over the Template folder.
2. Right click on the folder and select “Make Alias.”



3. Drag the Templates alias folder to somewhere on your computer where it will be easy for you to regularly access it, such as a macros backup folder.



## Backing up the Normal Template

First, quit Word.

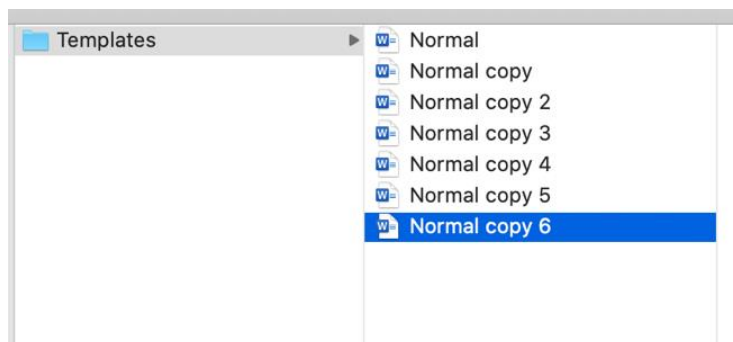
Then:

1. Click on the Templates alias folder.

2. Click on the file 'Normal'.
3. Click ⌘+C to copy it.
4. Click ⌘+V to paste it.

### Job done!

If you do this regularly, you will end up with a folder looking a bit like this, where 'Normal copy 6' is the latest backup version:



You might have notice that in the final image in the section **Displaying the location of the Normal template in Finder** I have renamed my previous backups -v1, -v2, -v3 etc. You can use your normal file-naming convention if you wish, but if you don't rename files as you back them up Finder will keep track of the different versions and your window will look something like this, with Normal copy 2, Normal copy 3 etc.

### Restoring your macros

If you ever need to restore your macros – say Microsoft does an upgrade and your macros disappear – first make sure you have quit Word. Then:

1. Move the current 'Normal' file into the Bin (or Trash).
2. Click on your latest backup copy (i.e., 'Normal copy 6' in the example above) and duplicate it using ⌘+C and ⌘+V. This will create a new file (in my case it produced 'Normal copy 7').
3. Click on this new file once and rename it as 'Normal'.