




Software Center Word Template Installation Instructions

Complete the short process to get the latest versions of:

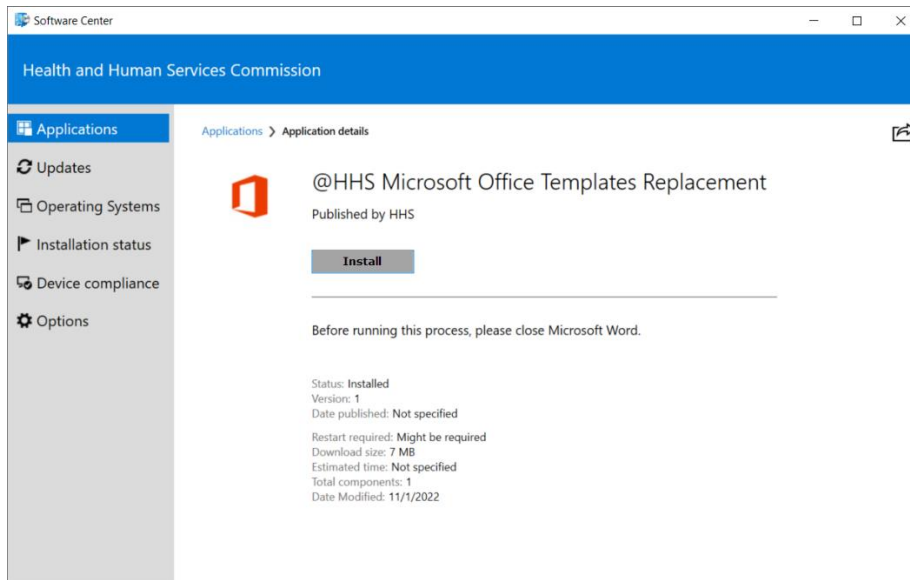
- HHS Reports template
- General Documents Design 1 template
- General Documents Design 2 template
- General Documents Design 3 template
- Office Document Themes

Installation Process:

1. If you are working at home, sign on to **GlobalProtect**.
2. Close all **Microsoft Word** files.
3. Go to the **Software Center**.
 - A. Open the **Windows Search** text field that is on your taskbar.
A screenshot of the Windows taskbar search bar, showing the Windows logo, a search icon, a task view icon, and an information icon.
 - B. Type **Software Center** in the text field.
 - C. The Software Center app appears in the search results. Double click on the **Software Center** app.
4. The Software Center is now open. By default, you should be in the **Applications** section. Click on the **@HHS Microsoft Office Templates Replacement** button.

Important Note: Before running the process, please close all Microsoft Word files.

5. Click on the **Install** button.



6. Close out of the **Software Center**.

You now have the latest versions of Word templates and Office Document Themes! You still have out-of-date templates unless you manually delete them. We recommend you no longer use out-of-date templates. They are:

- HHS Templates for Reports
- HHS Template for Reports-Full Instructions
- HHS Template for Reports-No Instructions

If you need help deleting the out-of-date templates fill out the [EIR Accessibility Service Request](#).