

Manually Download and Install Word Templates

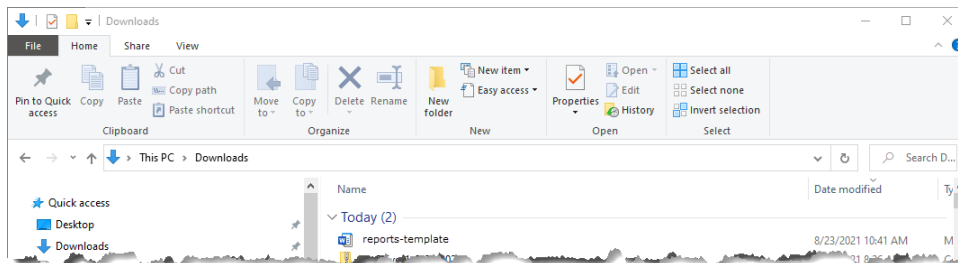
Download Instructions

Complete this process for each Word template you want to install.

1. Go to the [HHS Connection Templates page](#).

NOTE: You have to be signed into the internal network to access the HHS Connection Templates page.

2. Click on the link of the desired template to download the template.
3. A dialog menu appears on your browser window. Click **Show in folder** from the menu.
4. A dialog window appears with your download.



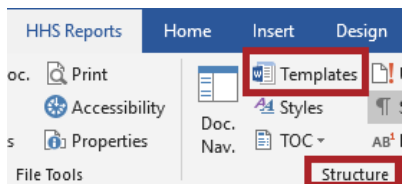
Installation Instructions

You need to save the downloaded template to a specific folder for it to work.

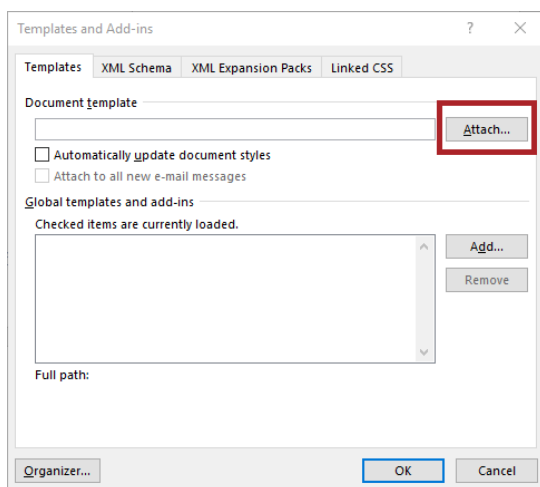
1. Find the **MS Word template** from your downloaded location.
2. Copy the **MS Word template**.
3. Open any **Word document**.
4. Go to the **HHS Reports** tab.

Note: To download the HHS Reports tab, follow the [Downloading and Installing the HHS Reports Tab for Word](#) instructions.

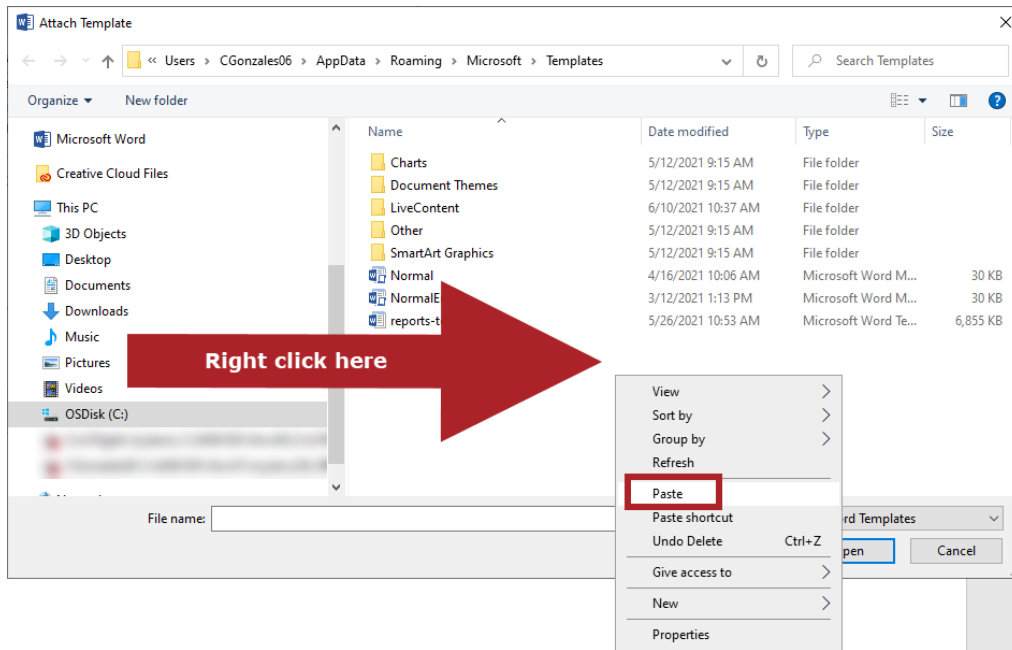
5. Click on the **Templates** button in the **Structure** group.



6. The **Templates and Add-ins** window will appear. Click on the **Attach** button.



7. A new dialog window opens showing the templates folder. Right-click inside the templates folder and select **Paste** to put the copied packet in the templates folder.



Note: Or you can skip steps 3 – 7 and follow this path to the Word templates folder to paste your template:
C: \Users \YourUserName \AppData \Roaming \Microsoft \Templates.

8. Cancel out of the **Attach Template** and **Templates and Add-ins** windows.

You have successfully installed a MS Word template!