

## Instructions for Saving and Using Templates for Windows

Applies to Excel for Office 365 Excel 2016 Excel 2013 Excel 2010 Excel 2007

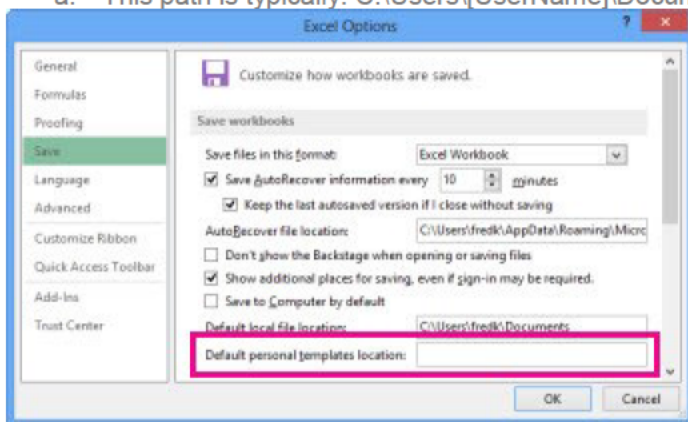
### NEWER VERSIONS

#### Save templates in newer versions of Office

To use the Reconciliation Forms year after year save them as templates so you can create more workbooks instead of starting from scratch.

If you're saving a workbook to a template for the first time, start by setting the default personal templates location:

1. Open Excel.
2. Click File > Options.
3. Click Save, and then under Save workbooks, enter the path to the personal templates location in the Default personal templates location box.
  - a. This path is typically: C:\Users\[UserName]\Documents\Custom Office Templates.



4. Click OK.
  - a. Once this option is set, all custom templates you save to the My Templates folder automatically appear under Personal on the New page (File > New).

Once you've set the default location for all personal templates you can add the Reconciliation Forms to your personal template library.

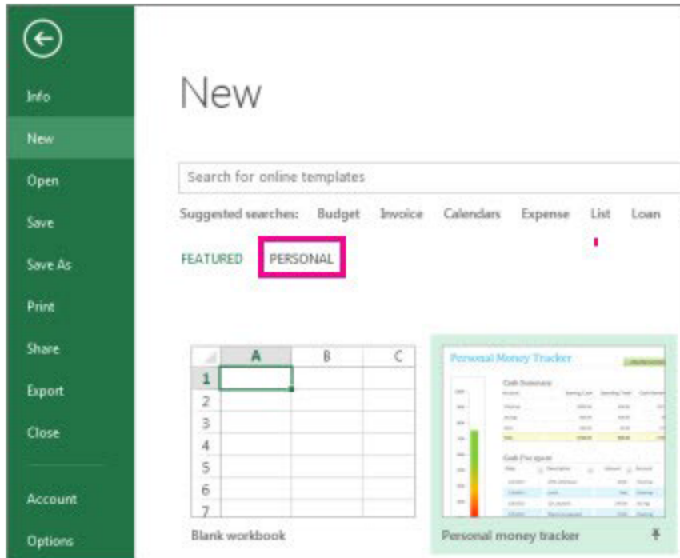
1. Open the workbook you want to use as a template, either the Trust Account Journal, Client Ledgers, or Sample Forms and Rules.
2. Click File > Export.
3. Under Export, click Change File Type.
4. In the Workbook File Types box, double-click Template.
5. In the File name box, type the name you want to use for the template.
6. Click Save, and then close the template.

#### Use templates to create new workbooks in newer versions of Office

With the template you created above, you can create a new workbook. This section tells you how to do that.

1. Click File > New.

2. Click Personal.



3. Double-click the template you just created.
  - a. Excel creates a new workbook that is based on your template.

## OFFICE 2007 or 2010


### Save templates in Office 2007 or 2010

To use the monthly reconciliation forms year after year save them as templates so you can create more workbooks instead of starting from scratch.

1. Open the workbook you want to use as a template, either the Trust Account Journal, Client Ledgers, or Sample Forms and Rules.
2. Click the Microsoft Office Button  in Office 2007 or File in Office 2010, and then click Save As.
3. In the File name box, type the name that you want to use for the template.
4. In the Save as type box, click Excel Macro-Enabled Template.
5. Click Save.
  - a. The template is automatically placed in the Templates folder to ensure that it will be available when you want to use it to create a new workbook.

Tip: You can copy any Excel workbook into the Templates folder, then you can use the workbook as a template without saving it in the template file format (.xltx or .xltm). In Windows Vista, the Templates folder is usually C:\Users\\AppData\Roaming\Microsoft\Templates. In Microsoft Windows XP, the Templates folder is usually C:\Documents and Settings\\Application Data\Microsoft\Templates.

### Use templates to create new workbooks in Office 2007 or 2010

1. Click the Microsoft Office Button  in Office 2007 or File in Office 2010, and then click New.
2. Under Available Templates, click My templates, and then on the Personal Templates tab, double-click one of the three trust accounting templates that you previously created.