



## How do I install the ETSI template?

The ETSI Secretariat provides a Microsoft® Word 1997-2003 or 2007 and higher templates which contains a set of pre-defined styles simplifying the formatting of documents according to the ETSI drafting rules (which can be consulted at <https://portal.etsi.org/Services/editHelp!/Howtostart/ETSIDraftingRules.aspx>).

NOTE: The template's extension is still **.dot** for compatibility reason with Microsoft® Word versions 1997-2003.

- Download the ETSI template by clicking on:
  - "ETSIW\_80.dot" for Word 1997-2003; or
  - "ETSIW\_2013.dotm" for Word 2007 and higher.
- In the pop-up window, click on "Save".
- In the "Save as" window, select your [C:] drive and create a new folder entitled "ETSI template". Make sure that the file is saved as **.dot** OR **.dotm**, depending on your Word version. Then click "Save".
- Now the ETSI template is saved on your computer. Then you need to attach it to your document.
- Open your Word® document, and click on:
  - For **2013 and higher**: click on File/Option.
  - For **2007 environment**: the Office button on the left hand side (see figure 1). Then click on "Word options" at the bottom of the window which is now open on your screen (see figure1).
  - For **XP/2003/2002 environment**: the "Tools" menu - "Templates and Add-Ins".

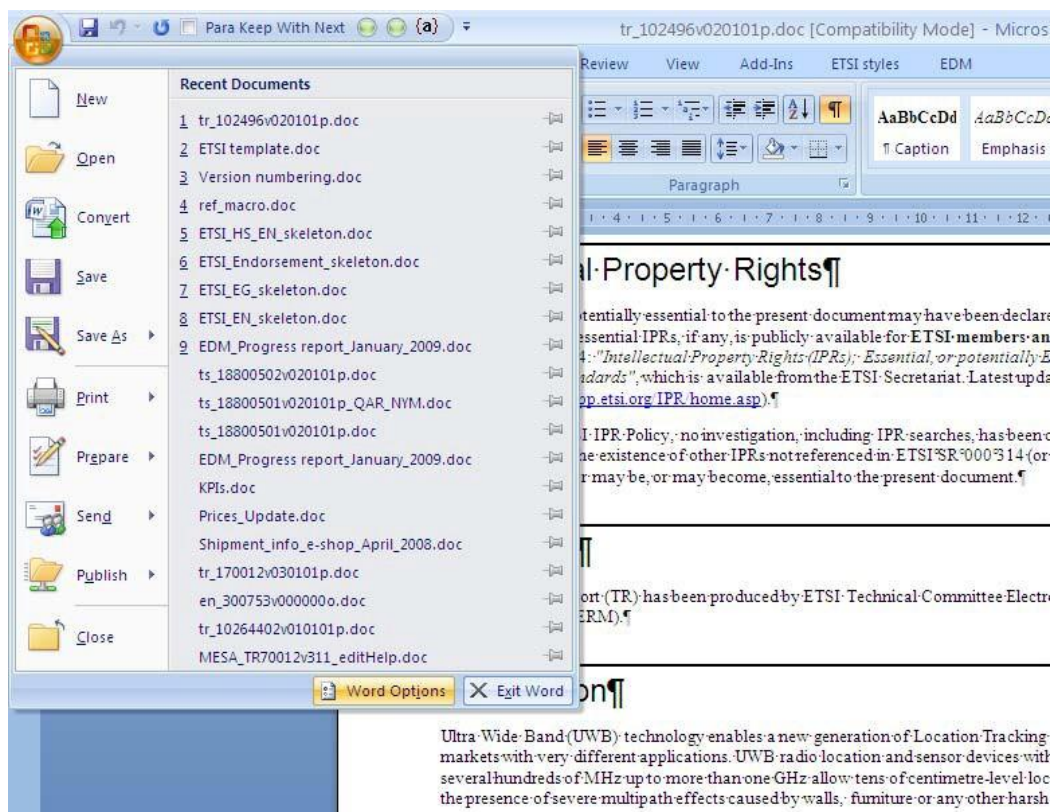


Figure 1



Select Add-Ins from the menu available on the left hand side (see figure 2).

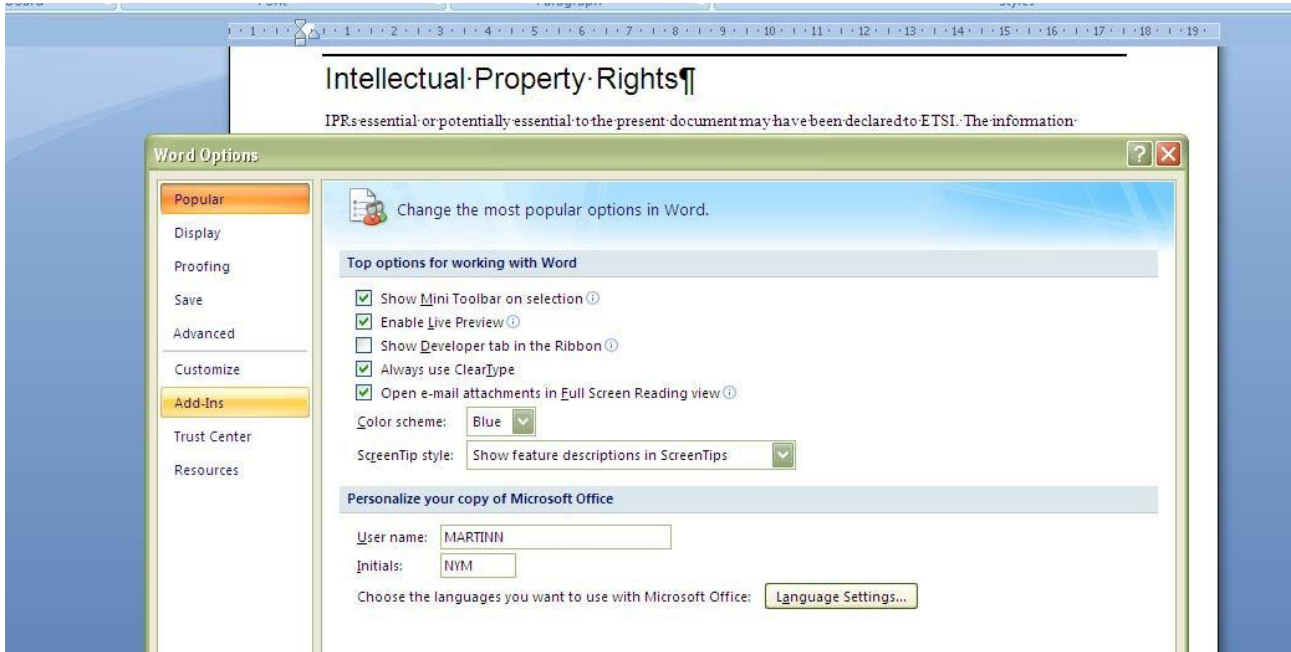


Figure 2

Then you have to select "Templates" from the scrolling menu "Templates" and then click "Go" (see figure 3).

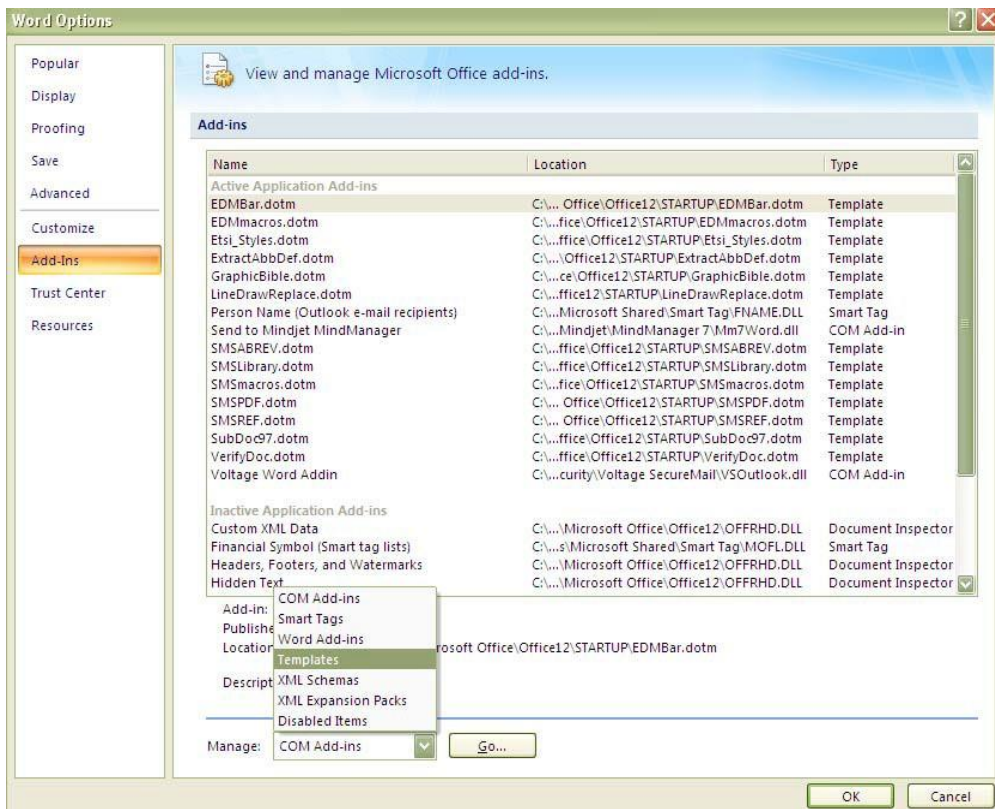
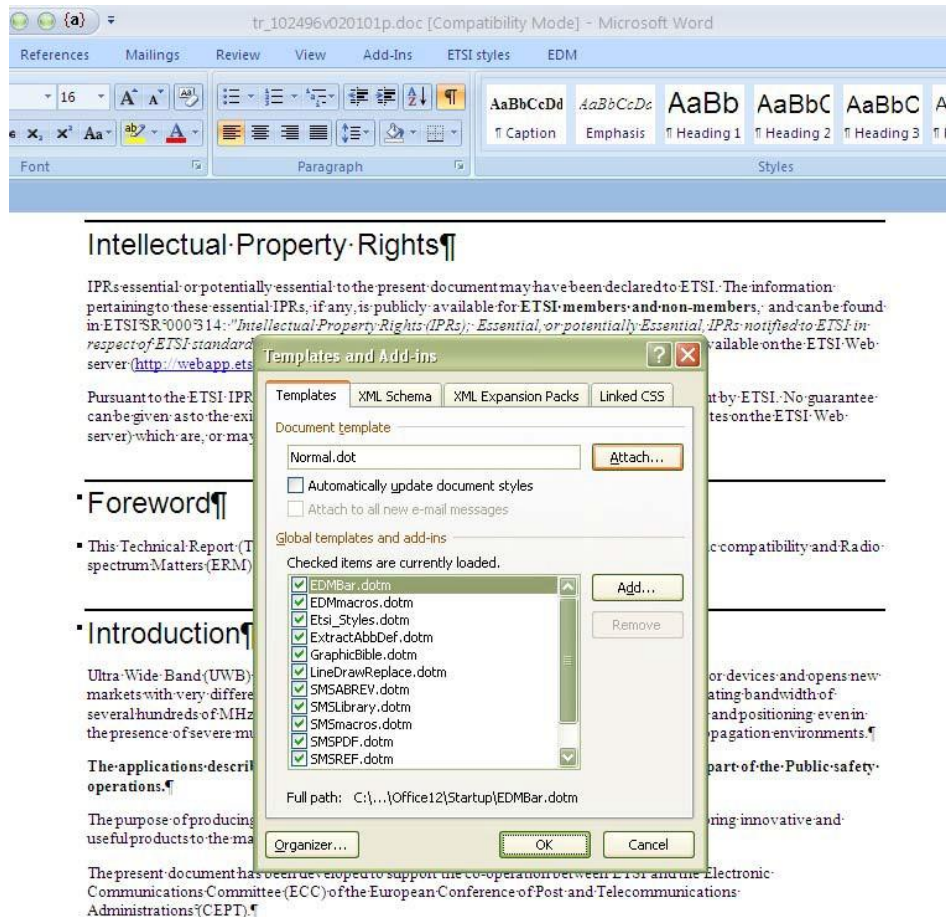


Figure 3

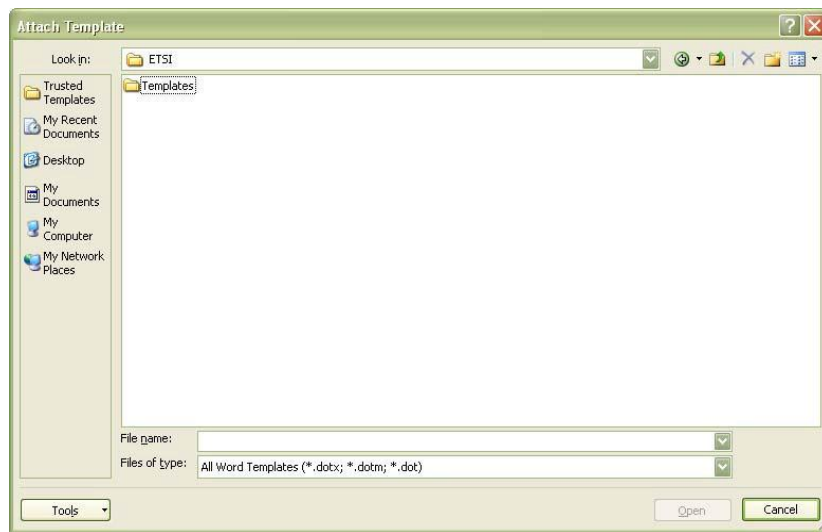


The window seen in figure 4 is displayed and you then have to click on "Attach ...".



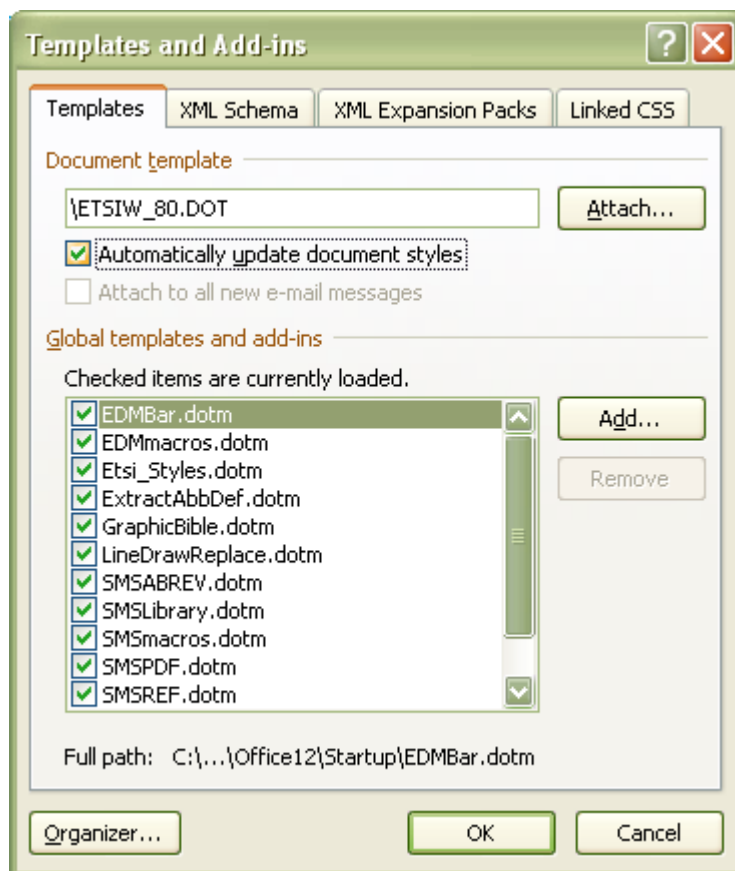
**Figure 4**

- In the next window, browse your [C:] drive to find the ETSI template folder, open it, select the "ETSIW\_80.dot" or "ETSIW\_2013.dotm" file and click "Open" (see figure 5).



**Figure 5**

- When back on the previous window, tick "Automatically update document style" and then click "OK".



**Figure 6**





You will then be able to check the styles which are applied by selecting the "Draft" view available at the bottom of your page (see figure 7).

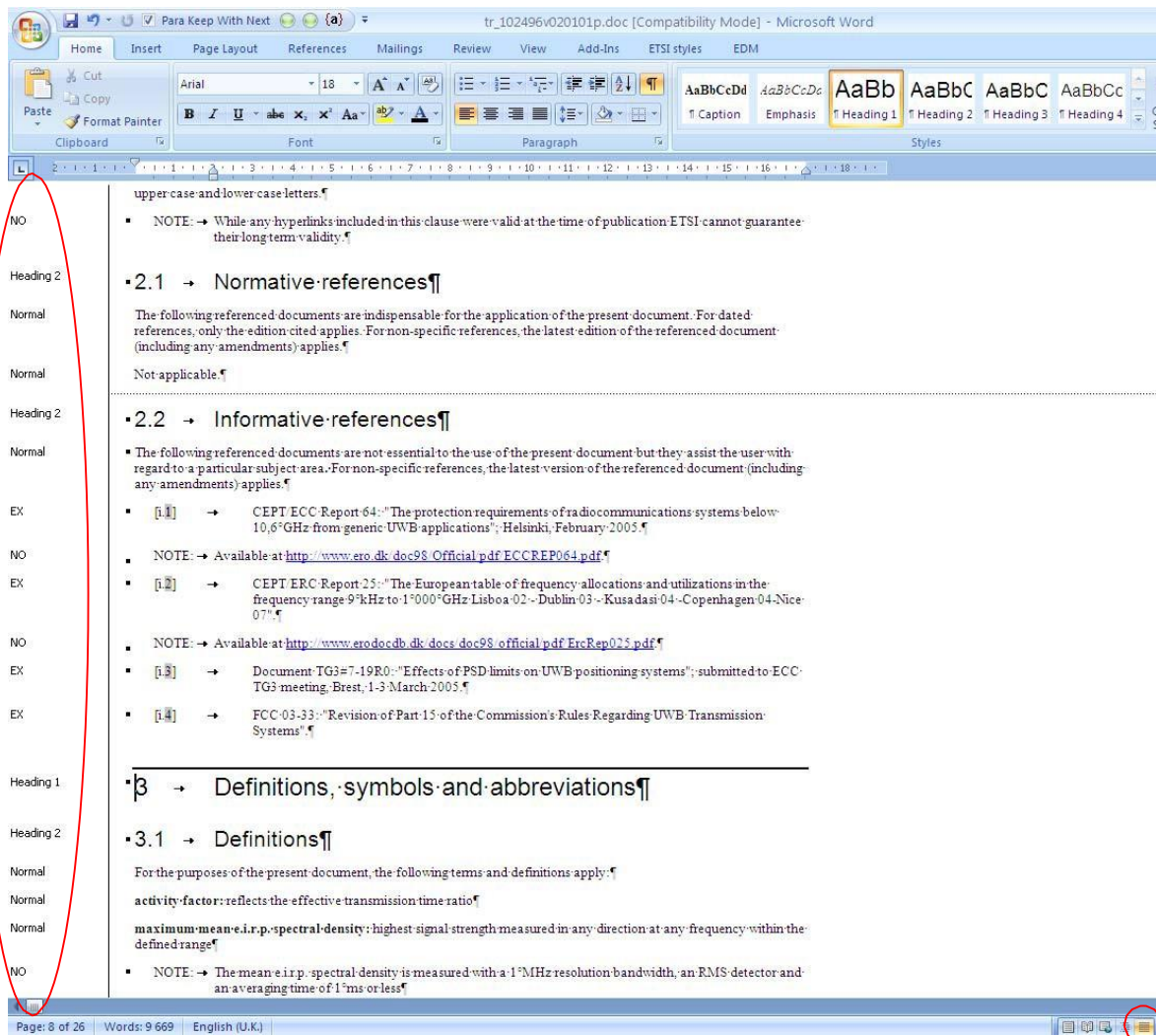


Figure 7

Regularly check the **editHelp!** website to ensure you are using the latest version and to check for updates.

The **editHelp!** website has been created to facilitate access to ETSI tools as well as getting useful information and to make the production of standards a simple task.

In case of any difficulties, please do not hesitate to contact **editHelp!** at [editHelp@etsi.org](mailto:editHelp@etsi.org) we are here to help you produce your standard.

Working closer together can insure that your future ETSI deliverable is published without delay.