
Using a DOCM as the Template

Using a DOCM (Macro-Enabled Document) Instead of Templates

The benefit of using a DOCM is that all the styles, macros, and ribbons are actually in the document. The word file becomes portable and the end-user does not need access to the folder with the Template. The only draw-back is that if styles change, they will need to be changed in each document or they will need to be updated in the Master file near the end of production.

To use a DOCM file, simply copy and paste each of your documents into the DOCM file and save it as a DOCM with the New Section Name. This is fairly simple and can be sped up by using the following key-board short-cuts and instructions. ***NOTE: You cannot save a file that is attached to a Template as a DOCM file and expect it to work once the template is lost.***

- 1 Open the Original DOCM file with the Correct Styles and Ribbons
- 2 Open the Document for the Section (with the headings and RFP references)
- 3 In the Document for the Section: Click ***CTRL-A*** (to Select All), Click ***CTRL-C*** (to Copy), ***Switch Windows*** to the DOCM file, Click ***CTRL-V*** (to Paste), Use the Smart Paste ICON to ***Select Use Destination Styles*** (to ensure you use the styles in the DOCM file), Use the ***Save-As*** command to give the file a new name. ***Make sure you save the file as a DOCM.*** The file can now be sent to anyone regardless if they are on or off the Network.

NOTE: The video associated with this topic is able to give much more detail on this process.