Template Download for PC; Word 2003 or Earlier

Print a copy of these instructions before you begin. First it is important to locate the trusted template folder on your computer so that you can save the template directly to it.

Windows 8 | 7 | Vista

The folder location can be determined by opening a Word document and selecting "Tools: Options" and then clicking on the File Locations tab. The template folder is often located in:

C:\Users\Username\AppData\Roaming\Microsoft\Templates

but may have been relocated by your system administrator.

Windows XP

The folder location can be determined by opening a Word document and selecting "Tools: Options" and then clicking on the File Locations tab. The template folder is often located in:

C:\Documents and Settings\Username\Application Data\Microsoft\Templates

but may have been relocated by your system administrator.

Then, click on the link below and save the file to your template folder using the "File...Save As" command.

If the first method does not work, click on the template download link on the website directly with the right mouse button. Choose the option "Save Target As...", and then use your template folder as the Save In location.

Note: The filename extension should be ".dot", if it is ".doc" then change it to ".dot" before saving.