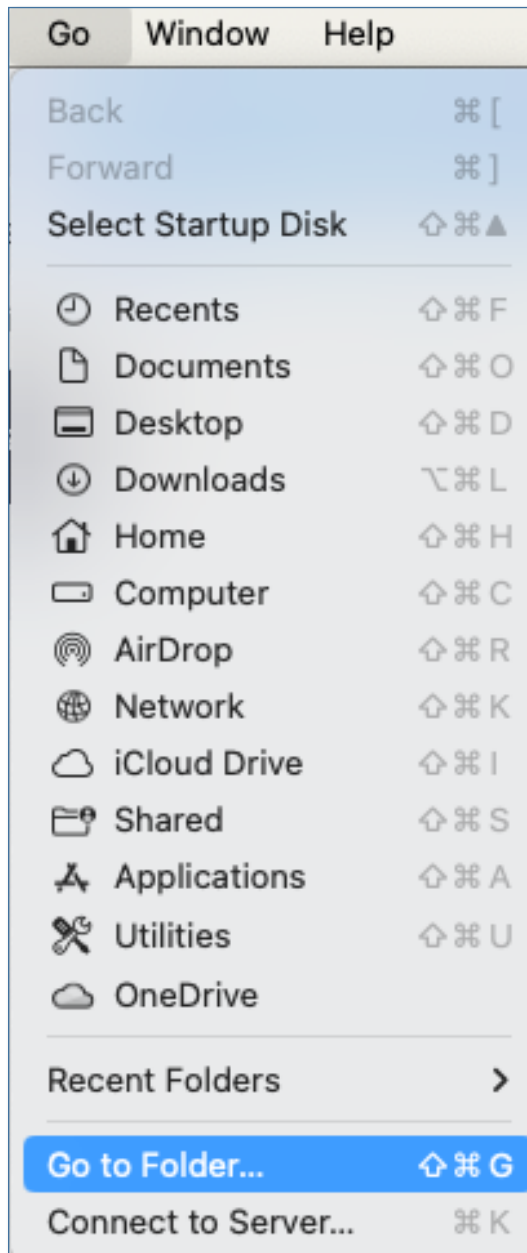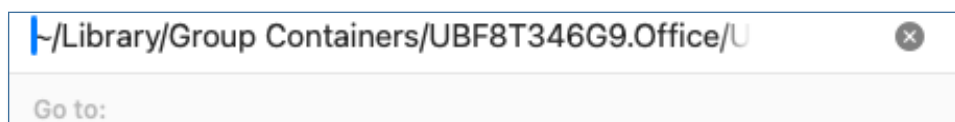# EVMS TECH INTEGRATION:
BACK UP AND RESTORE OFFICE TEMPLATES (MAC)
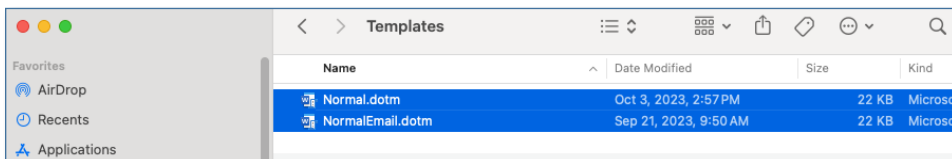
How to back up Office templates

1. Close any Microsoft Office apps if they are currently open.

2. From the desktop, select **Go** at the top menu bar, and click **Go to Folder**.

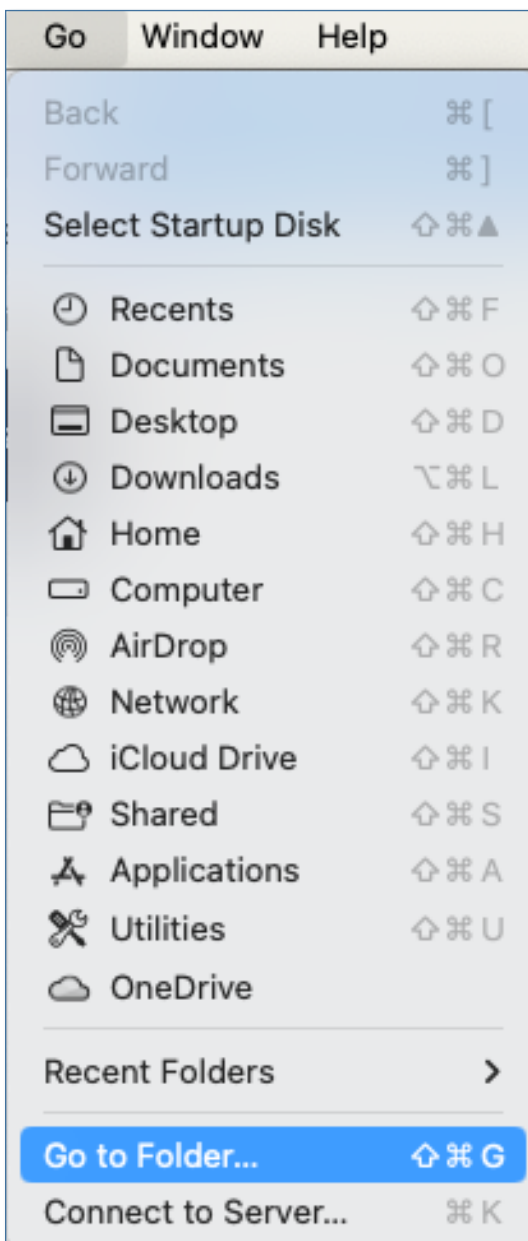3. Enter *~/Library/Group Containers/UBF8T346G9.Office/User Content.localized/Templates/*

4. In the window that opens, you will find a copy of all templates you created in Microsoft Office. Press **Command+A** to select all template files, then **Command+C** to copy them to your clipboard.


5. Open your backup location (OneDrive, Network share, etc) and create a new folder called "Templates." Open this folder and press **Command+V** to paste all the template files you copied from the previous step.

How to restore Office templates

1. Open the backup location where the Office templates were stored.

2. Press **Command+A**, then **Command+C** to copy all stored templates to your clipboard.

3. From the desktop, select **Go** at the top menu bar, and click **Go to Folder**.

4. Enter *~/Library/Group Containers/UBF8T346G9.Office/User Content.localized/Templates/*

~/Library/Group Containers/UBF8T346G9.Office/U ⊗

Go to:
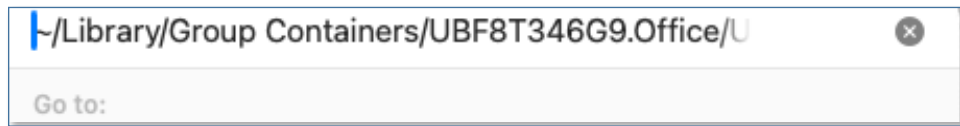
5. In the opened Templates folder, press **Command+V** to paste your template files in that location.

6. Open Office apps and check that your templates have been restored.