Appendix 12 – Backing up the Normal Template

First on a Mac
**(thanks to Jennifer Yankopolus)**

How to back up the Normal template – Mac

This method of backing up your Normal template will back up not only your macros but also your keyboard shortcuts. Get in the habit of backing up your Normal template *every time* you install a new shortcut or assign a new keyboard shortcut.
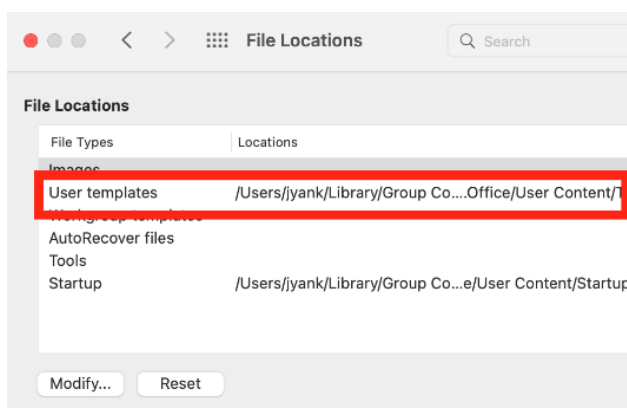
One-time setup instructions
First, follow these instructions for setting up a folder alias to make it quick and easy to regularly back up your Normal template. **Note: You will perform these steps only once.**
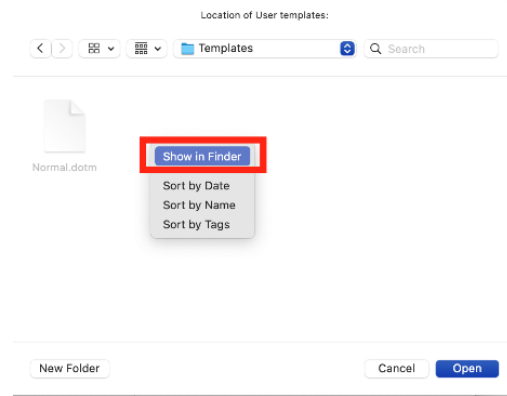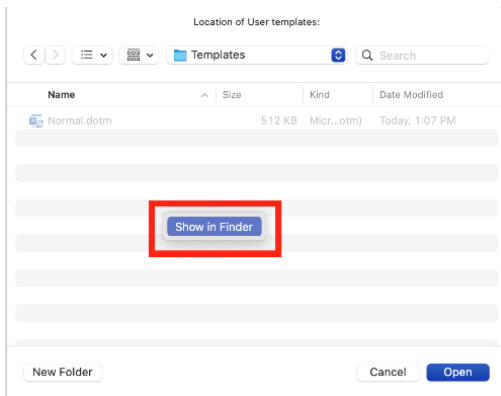
1. In the menu along the top of the window, select Word > Preferences > File Locations.
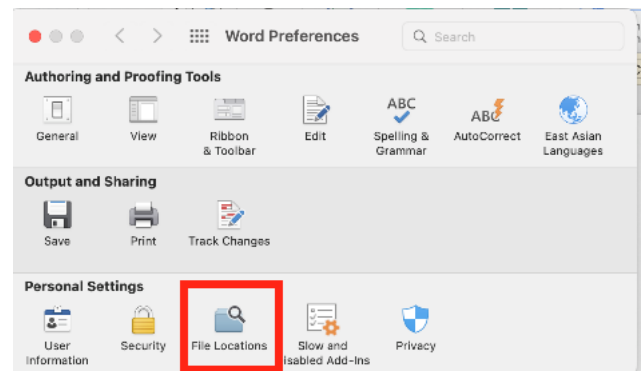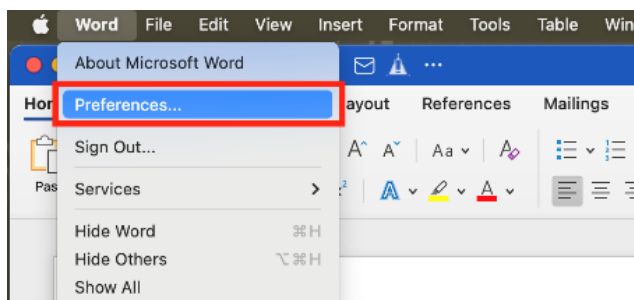
2. Under **File Types**, double-click on **User templates**.

3. Right-click anywhere inside the newly opened window and select **Show in Finder**. (What you see on your screen will vary based on the view settings; two possibilities are shown throughout the steps.)

4. In the new window that opens, right-click the **Templates** folder and a drop-down menu will open. Select **Make Alias**.

Note: By making an alias you're simply making an easy way to **link** to the folder in question; you're not creating a copy of it.
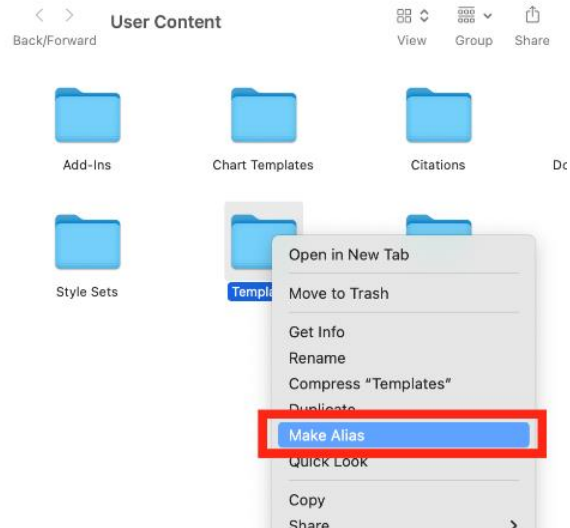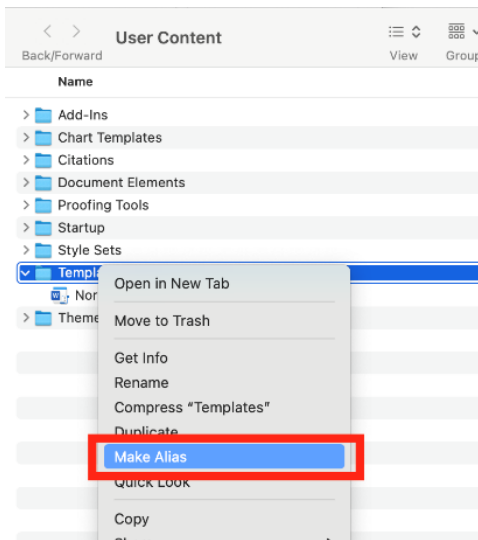

5. Drag the new **Templates alias** folder to somewhere on your computer where it will be easy for you to regularly access it, such as the Desktop or a macros backup folder.
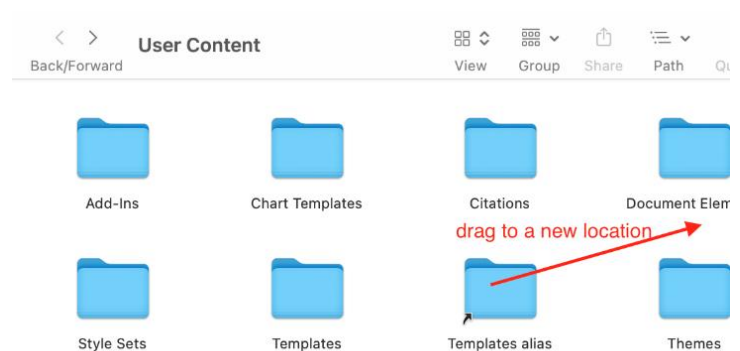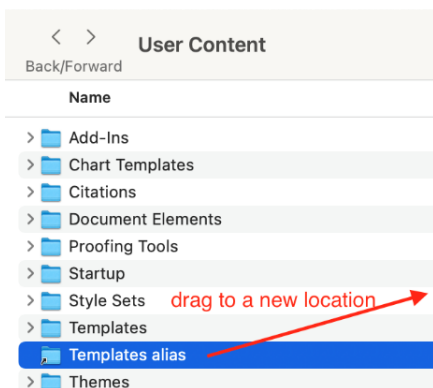
Now you are ready to back up your Normal template – in seconds, any time you think of it.
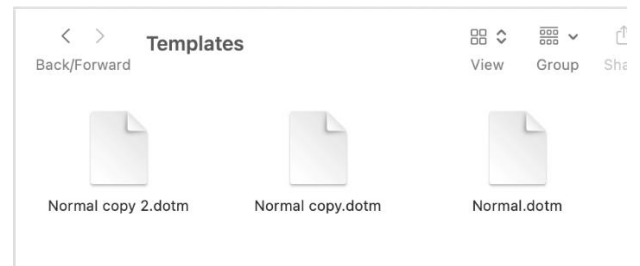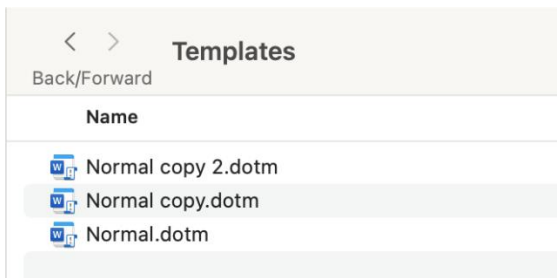
Instructions for backing up the Normal template

1. Quit Word.

2. Click on the **Templates alias** folder.

3. Right-click on the file called **Normal** and select **Duplicate**.
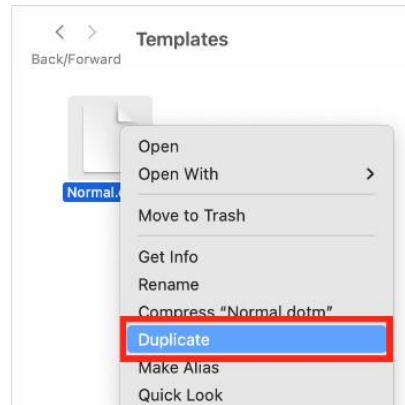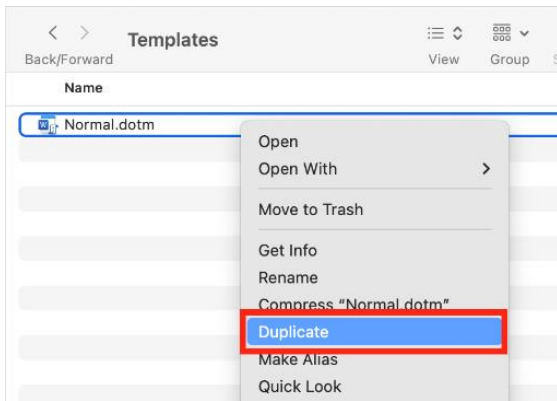
Job done! You've just backed up your Normal template. Isn't that easy?

➔ **Tip:** If you back up the Normal template regularly, you will end up with a folder looking a bit like this:

Word automatically names the duplicated files, with the largest number being the most recent one, **Normal copy 2** in this example. You may prefer to rename the backup file by adding a date to make it easier to locate the most recent one should you ever have to restore your macros:
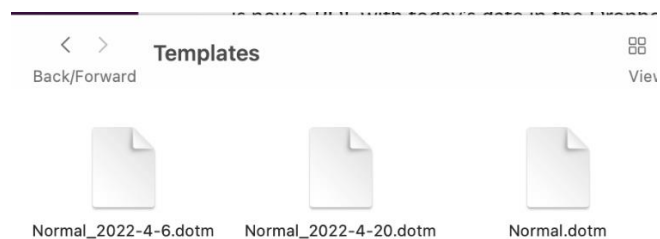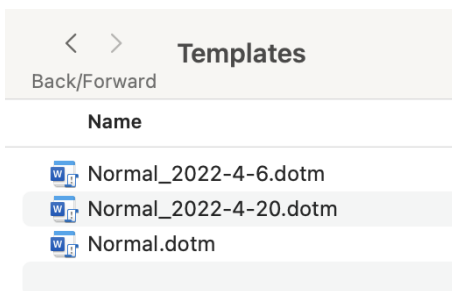
Instructions for restoring your macros

Follow these instructions if you ever need to restore your macros – say Microsoft does an upgrade and all your macros disappear.

1. Quit Word.

2. Click on the **Templates alias** folder.

3. Move the current **Normal** file to the Trash. You can drag it to the Trash icon or right-click the mouse and select **Move to Trash**.

4. Empty the Trash by right-clicking on the Trash icon and selecting **Empty Trash**.

5. In the **Templates alias** folder, right-click on the most recent backup file (i.e., **Normal copy 2** and **Normal_2022-4-20** in the above examples) and select **Duplicate**.

6. Right-click on this new file, select **Rename**, and change the name to **Normal**. (Leave the file extension as **.dotm**; depending on your settings, the file extensions may be invisible.)

7. Open Word. All your macros and keyboard shortcuts will be restored.

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Now on a PC

Finding the location (pathname) of the Normal template
Note: You will perform this first set of steps only once. The actual regular backup (see below) is much simpler.

Your Normal template is held in a Templates folder, set up on your computer by Microsoft. If you don't know where that is then click File–Options, then click on 'Save', and you'll get this window:
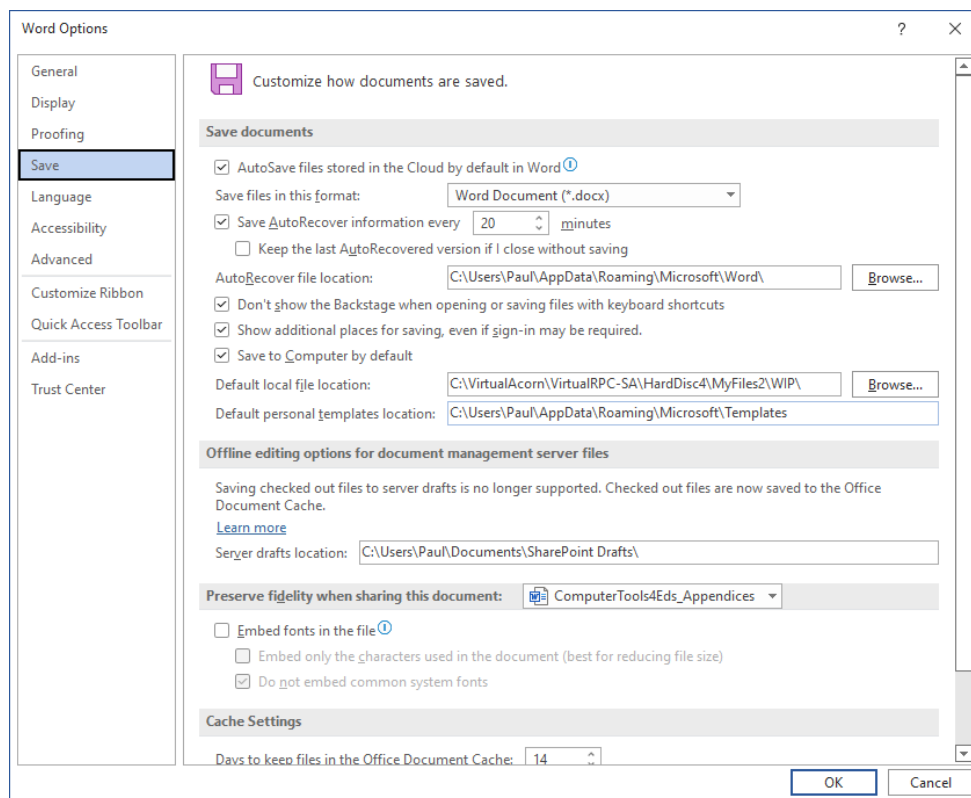
In the middle of that window is something like:

Default personal templates location: C:\Users\Paul\AppData\Roaming\Microsoft\Templates

If that doesn't produce the required line, you can run this macro:

```
Sub NTaddress()
  Documents.Add
  Selection.InsertAfter Text:=NormalTemplate.Path
```

```
End Sub
```

It creates a new file with the address typed out for you.

Now select that address and copy it, then open a new filer window, click in the address line and paste in that address.

If you then go up one level by clicking on 'Microsoft' in the address line (or click the up-arrow to the left of the address) you will get this window:
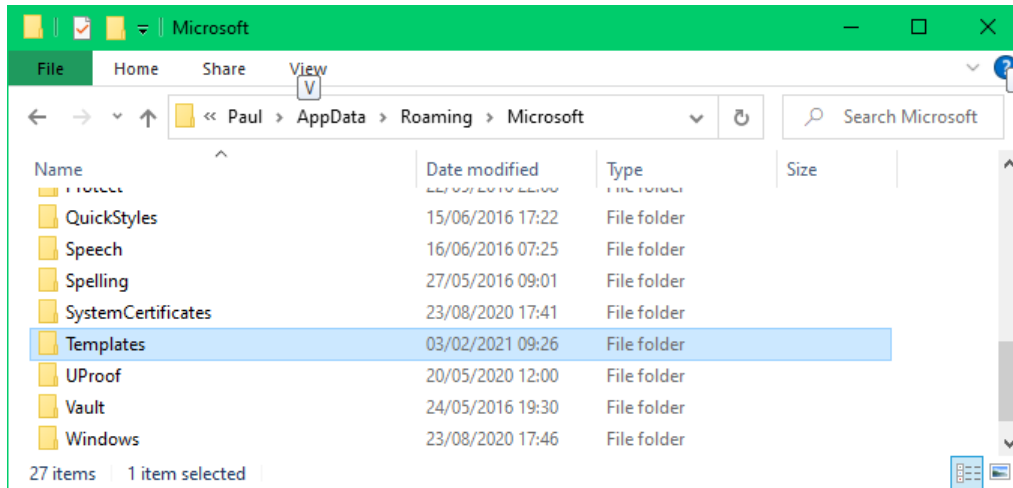
Right-click on the 'Templates' folder and click: 'Create shortcut'. Then if you drag that shortcut file onto your desktop, you will be able to open the Templates folder at a moment's notice.


Backing up the Normal Template

Having set up the Templates shortcut, as above, doing a backup takes just a few seconds...

Double-click on the Templates shortcut to open the folder, and then:

– click on the file 'Normal'

– click Ctrl-C to copy it

– click Ctrl-V to paste it

Job done!

If you do this regularly, you will end up with a folder looking a bit like this, where 'Normal - Copy (38)' is the latest backup version:
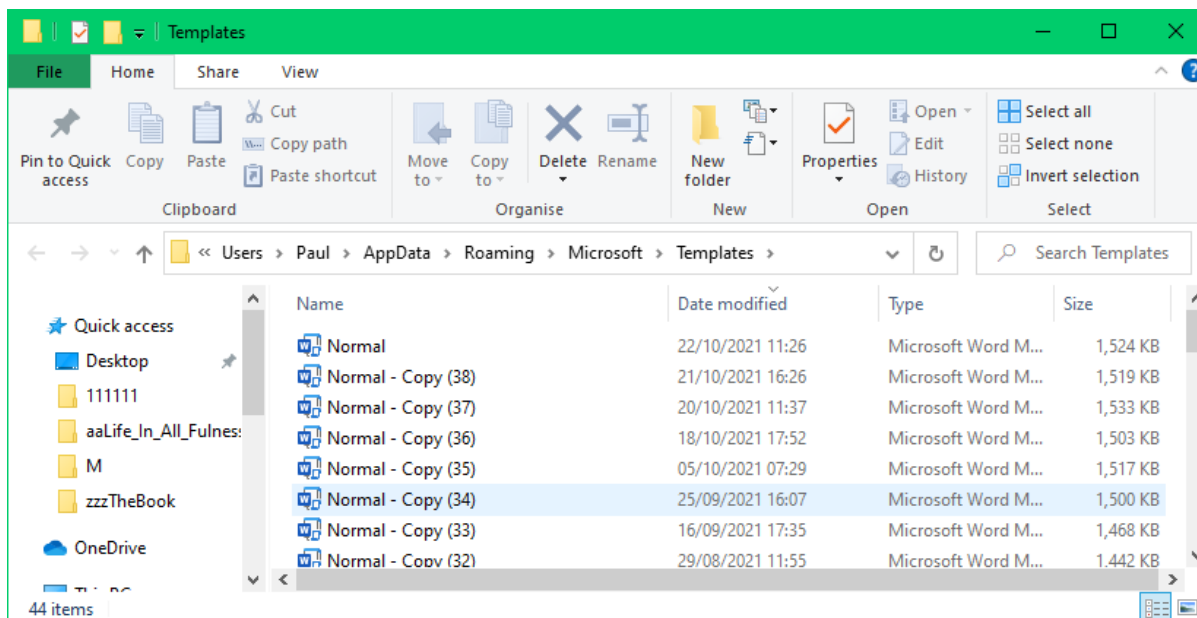
Hint: Change the setting of the Templates folder so that it's sorted by date, and the most recent file is at the top. That makes it quicker and easier when you've got 30+ backups in the same folder.

Restoring your macros

If you ever need to restore your macros – say Microsoft does an upgrade and all your macros disappear – then move the current 'Normal' file into the waste bin, click on your latest backup copy (i.e. 'Normal - Copy (38)' in the example above) and Ctrl-C and Ctrl-V. This will create a new file, say, 'Normal - Copy (38) - Copy', so click on it and then press F2, and rename the resulting file as just 'Normal'.

Quicker and easier backups

In the Templates folder, create a folder called Backup. Then you can use the macro: *NTbackupDatedSimple*. Each time you run it, it creates a file such as: Normal 2023-11-13-10-10 so that was at 10 past 10 on 13th Nov. OK?

https://www.wordmacrotools.com/macros/N/NTbackupDatedSimple