

There are four steps to complete this task:

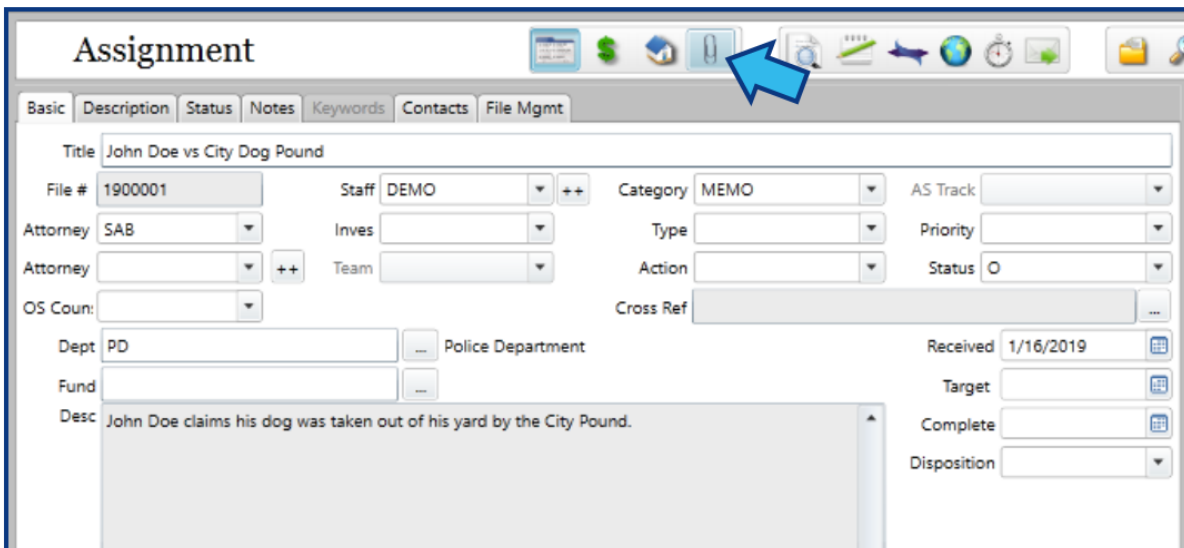
1. [Navigate to the template.](#)
2. [Open the template in Word.](#)
3. [Edit the template.](#)
4. [Save the template and close Word.](#)

Standard Guide

Step 1. Navigate to the template.

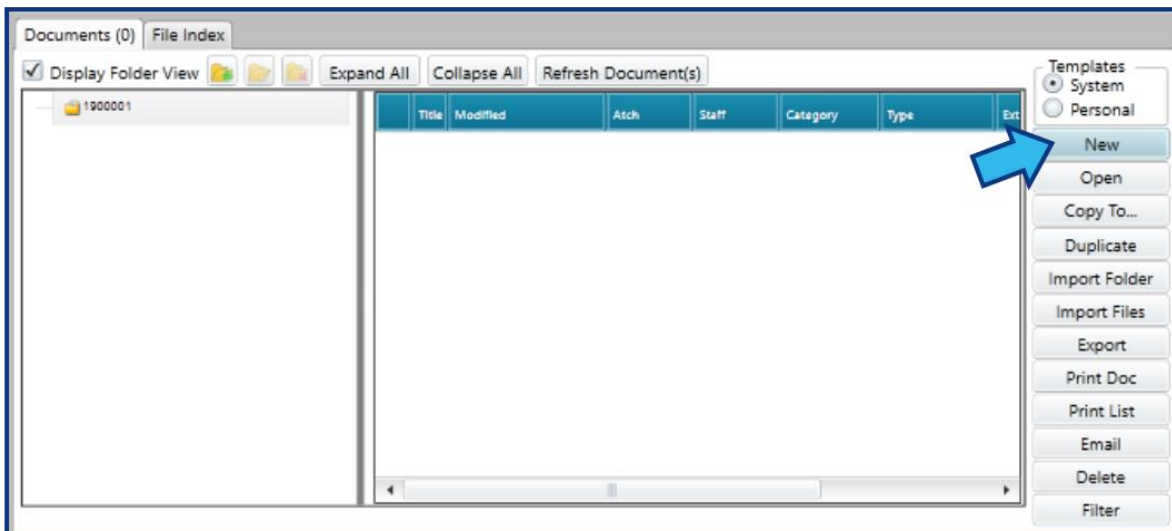
To open the folder where templates are located within **CLW**, do the following steps:

- From any matter in **CLW** press the **Attachments** icon in the **Module Toolbar**. The **Attachments** icon looks like a paperclip.

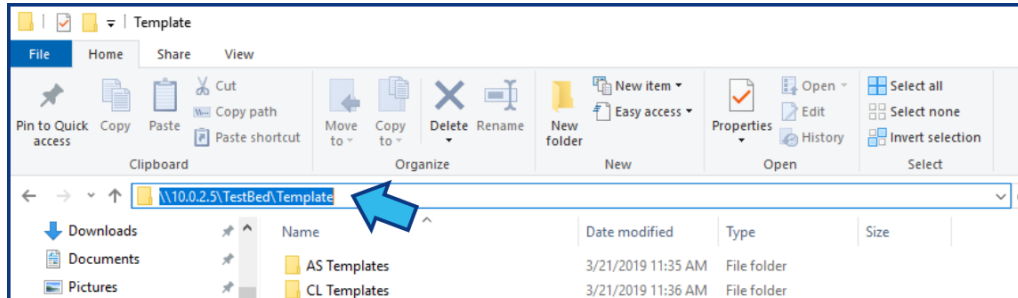


The screenshot shows the 'Assignment' form in CLW. The title is 'John Doe vs City Dog Pound'. The form includes fields for File # (1900001), Staff (DEMO), Category (MEMO), AS Track, Attorney (SAB), Inves, Type, Priority, OS Coun, Team, Action, Status, Dept (PD), Police Department, Received (1/16/2019), Target, Complete, and Disposition. The description is 'John Doe claims his dog was taken out of his yard by the City Pound.' The 'Attachments' icon (paperclip) in the Module Toolbar is highlighted with a blue arrow.

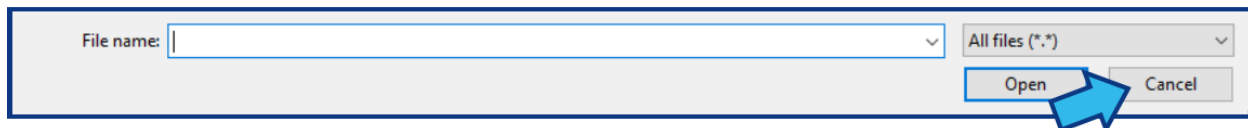
- Press **New**.



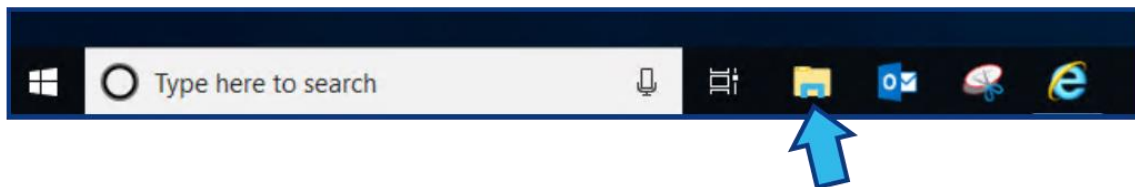
- Copy the address in the window that appears by highlighting the address and either pressing **CTRL** and **C** on the keyboard, or by right-clicking the address and selecting **Copy**.



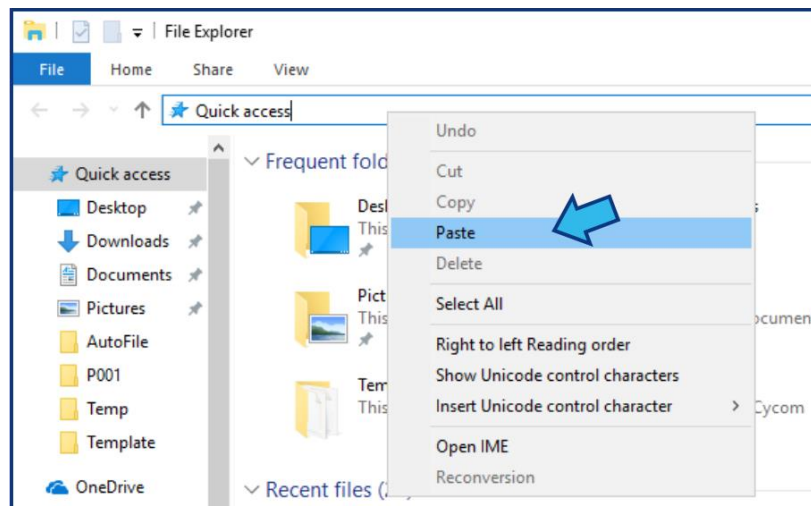
- Press **Cancel**.



- Open **File Explorer**.



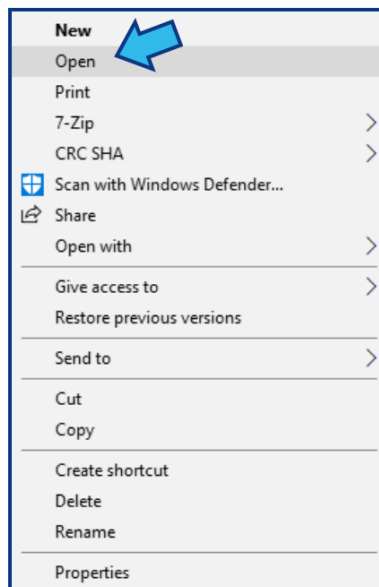
- Paste the address in **File Explorer** by right-clicking in the address bar and selecting **Paste**. Press the **Enter** key.



- Find the template to be edited but **DO NOT** double-click the template.

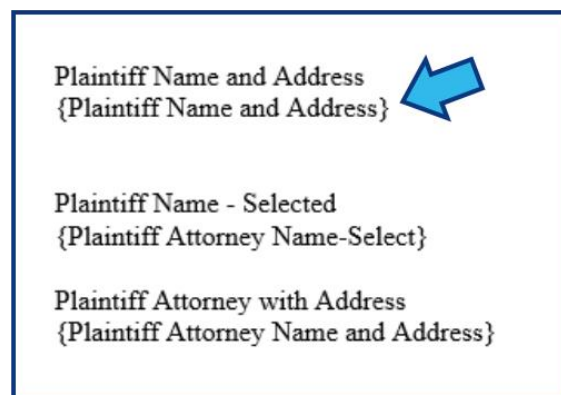
Step 2. Open the template in Word.

Right-click on the template and select **Open** to open the template in **Word**. (NOTE: If **New** is selected, or if the file is opened by double-clicking, it will open a document based on the template. Any changes made to the document will not affect the template.)



Step 3. Edit the template.

Make any changes desired to the template. (NOTE: If macro fields are used in the template, take care not to alter them unless intended. Macro fields are enclosed in curly braces - see below.)



Step 4. Save the template and close Word.

Once the desired edits have been made, close **Word**. When prompted, be sure to save the changes to the template.