

There are 8 steps to complete this task:

1. Open a matter.
2. Press the Attachments icon in the Module Toolbar.
3. Press New, under Templates.
4. Copy the Template folder address.
5. Press Cancel.
6. Open File Explorer.
7. Paste the Template folder address to the address field.
8. Press the Enter key.

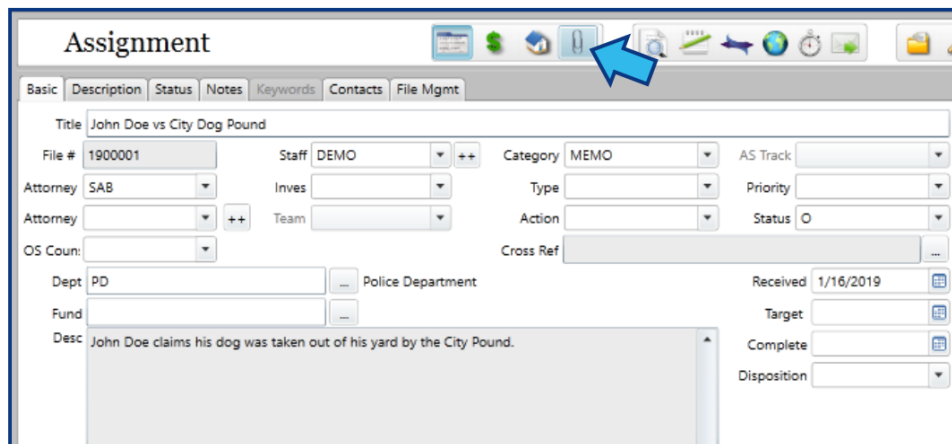
Standard Guide

Step 1. Open a matter.

Open any matter in any module. The example shown here uses a matter in the **Assignments** module, but that is irrelevant for this process.

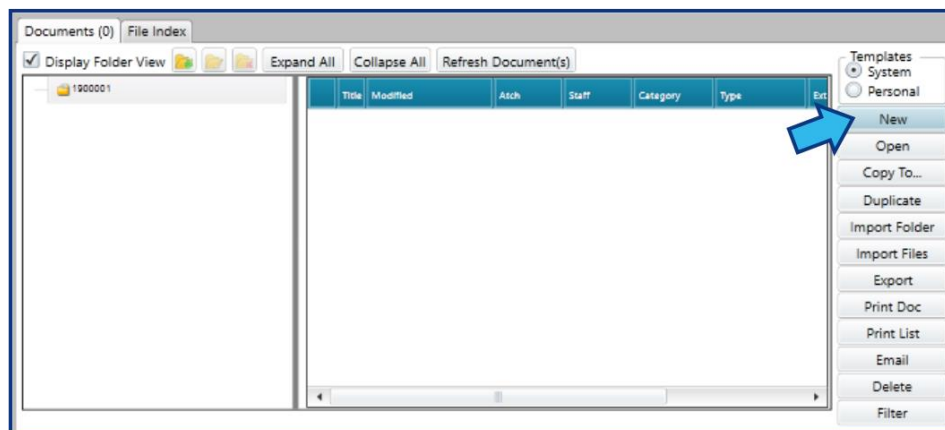
Step 2. Press the Attachments icon in the Module Toolbar.

The **Attachments** icon looks like a paper clip and is located in the middle of the **Module Toolbar**. Press this icon.



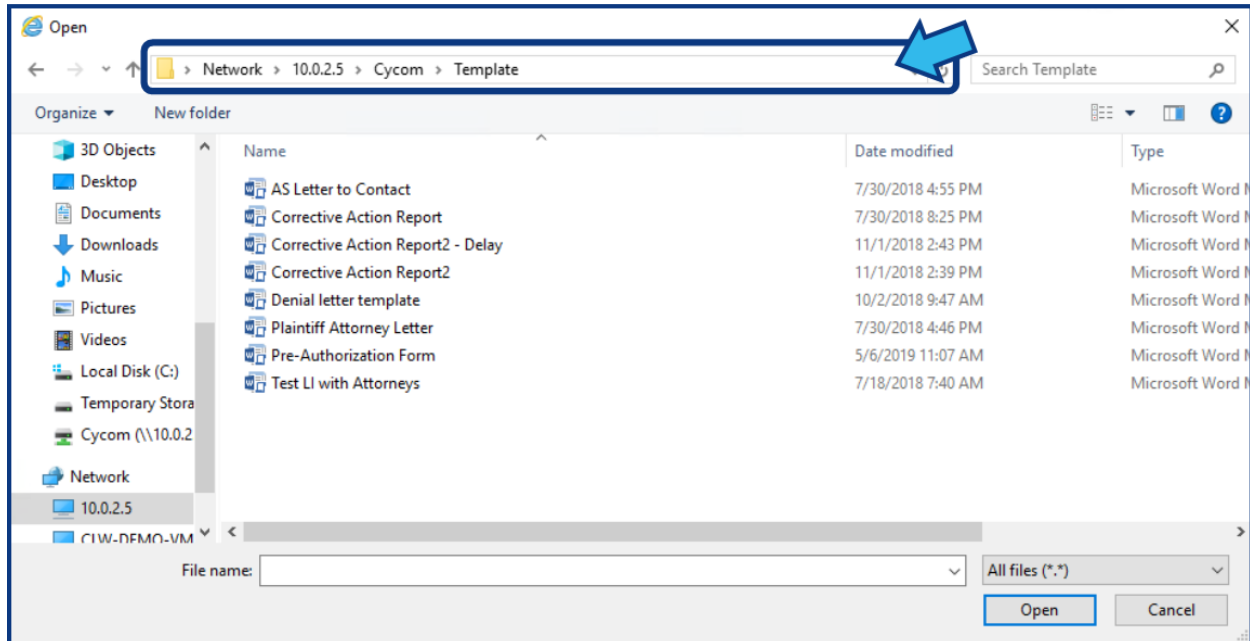
Step 3. Press New, under Templates.

On the right side of the **Documents** tab, under **Templates**, press the **New** button.

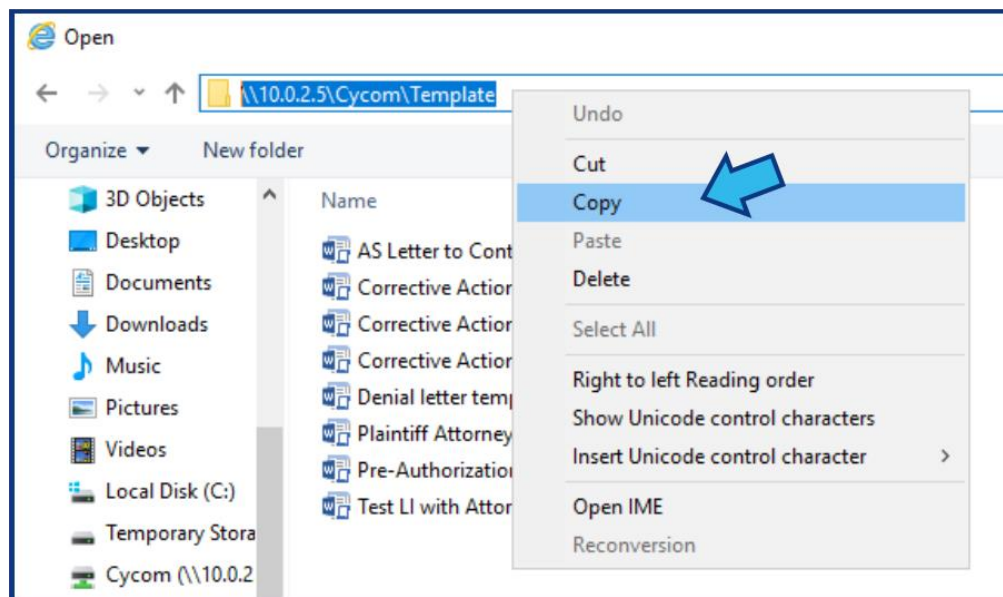


Step 4. Copy the Template folder address.

In the **Open** dialog window that appears there is an address field displaying the location of the **Template** folder. NOTE: Your displayed address may be different than the one shown here.

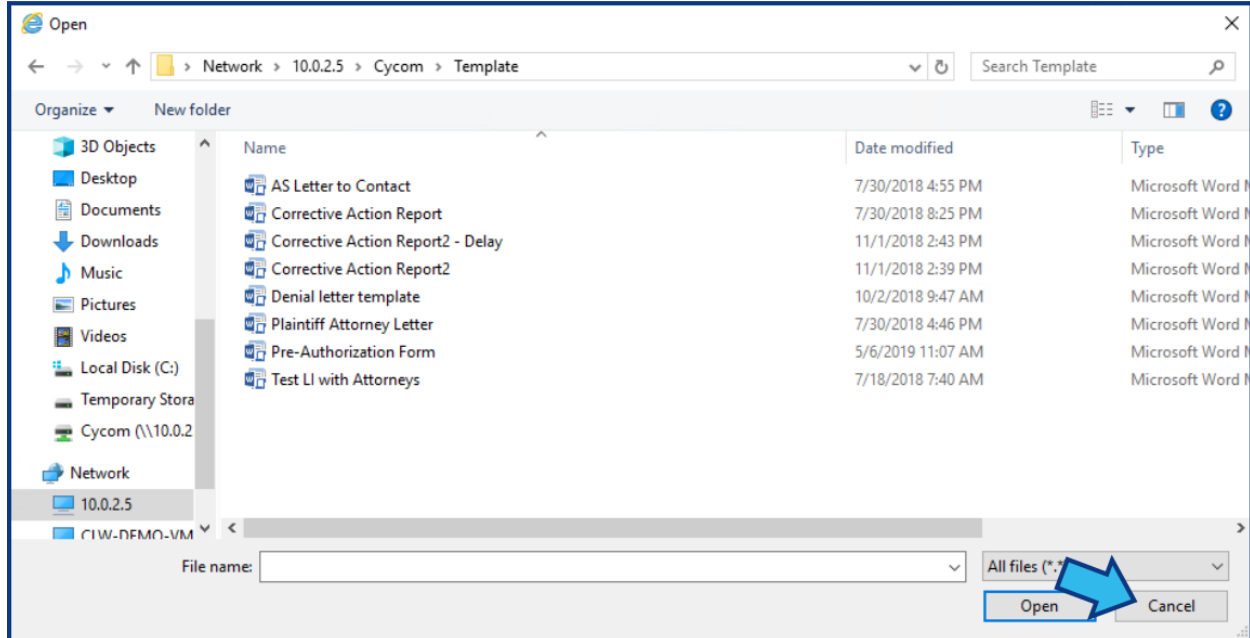


Copy the address by clicking anywhere in the address field. The address will be highlighted. Right-click and select **Copy** to copy the address to the clipboard.



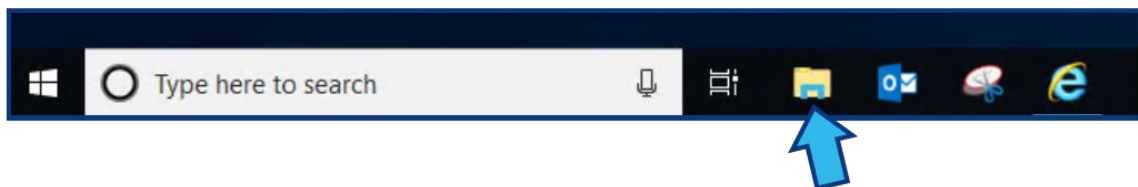
Step 5. Press Cancel.

Press the **Cancel** button to close the **Open** dialog window.

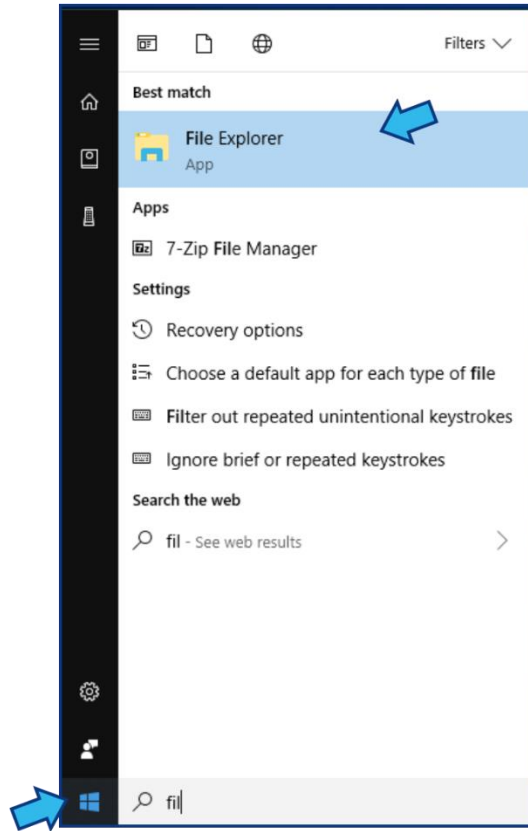


Step 6. Open File Explorer.

If the **File Explorer** icon is on the **Taskbar**, press it to open **File Explorer**.

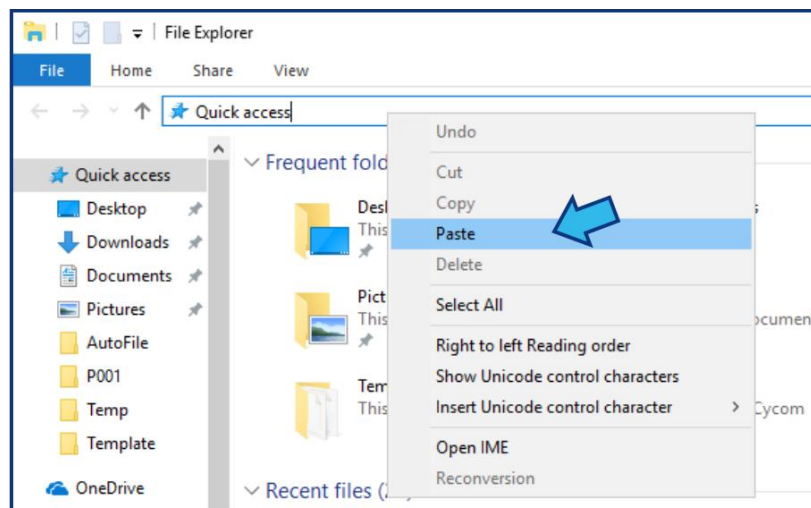


Otherwise, press the **Start (Window)** icon and begin typing 'file explorer'. Select **File Explorer** when it appears in the results.



Step 7. Paste the Template folder address to the address field.

Click anywhere in the address field located at the top under the **Menu** headings. Right-click the address field in the **File Explorer** window and select **Paste**.



Step 8. Press the Enter key.

Press the **Enter** key on the keyboard to navigate to the **Template** folder. All the templates accessible through **CLW** are located within this folder. NOTE: The contents of your folder will be different from the image shown below.

