

There are 6 steps to complete this task:

1. Open the template in Microsoft Word.
2. Select File.
3. Select Properties to open Advanced Properties.
4. Select the Custom tab.
5. Add the CycomTemplate custom property.
6. Save and close the template.

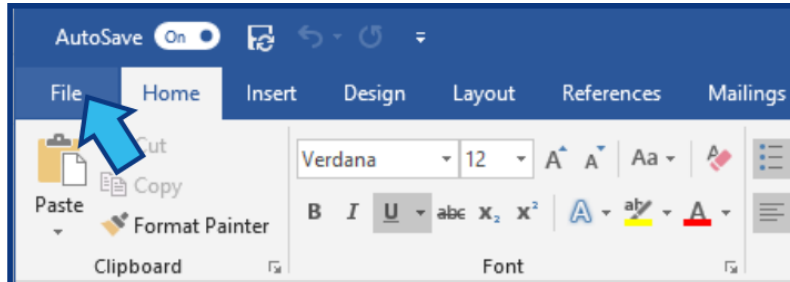
Standard Guide

Step 1. Open the template in Microsoft Word.

Open the template you want to use within **CLW** in **Microsoft Word**.

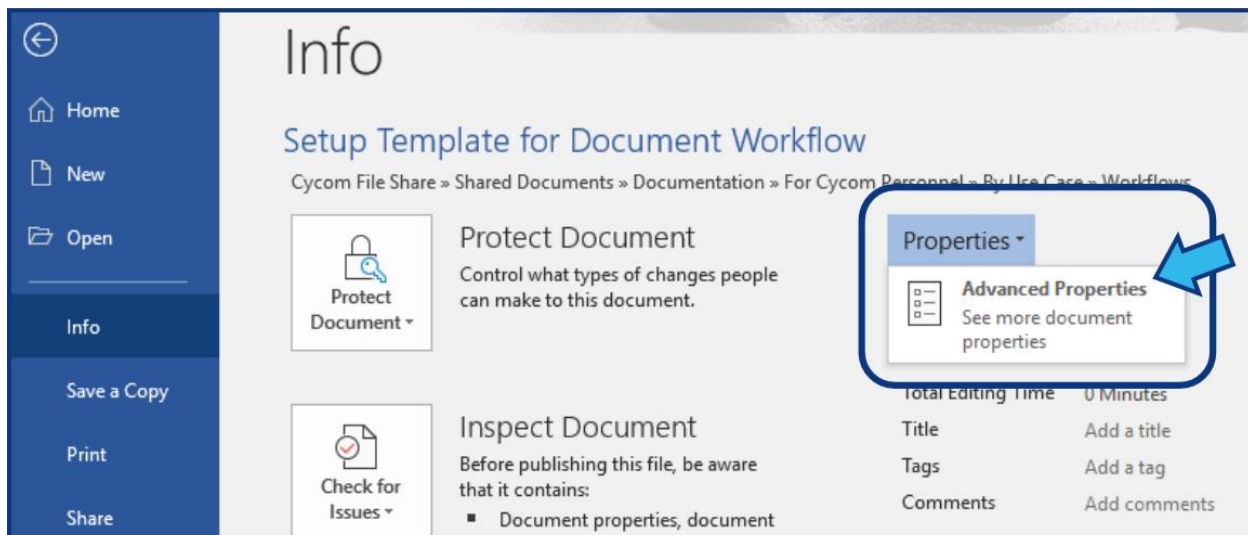
Step 2. Select File

On the **Menu Bar** at the top, select **File**.



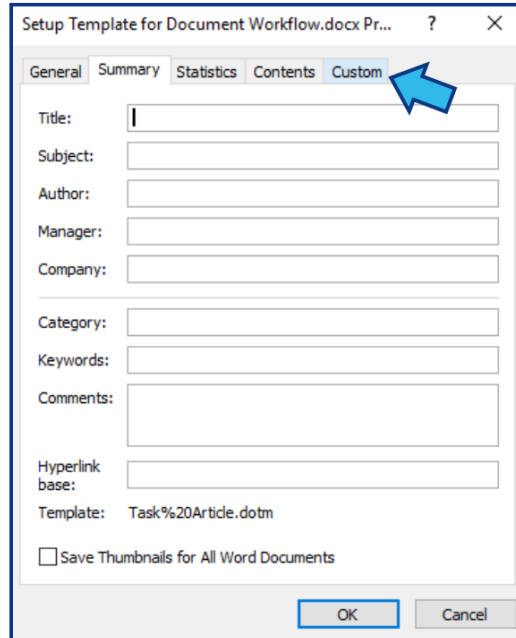
Step 3. Select Properties to open Advanced Properties.

On the top right, select the **Properties** drop-down and select **Advanced Properties**.



Step 4. Select the Custom tab.

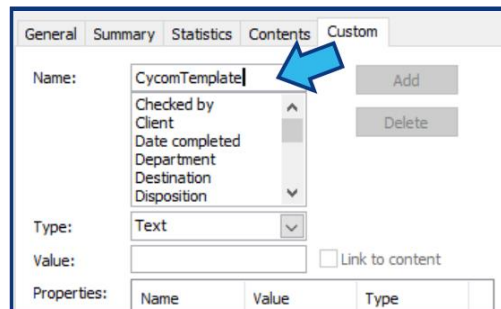
Select the **Custom** tab from the **Properties** window.



Step 5. Add the CycomTemplate custom property.

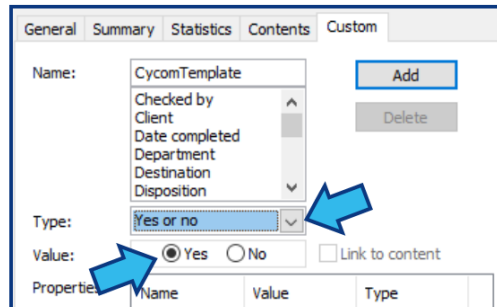
Add **CycomTemplate** property by completing the following steps:

- Enter **CycomTemplate** in the **Name** field. (NOTE: There are no spaces and 'C' and 'T' are capitalized.)



Name	Value	Type

- Select **Yes or no** for the **Type** field.
- Select **Yes** for **Value**.



General Summary Statistics Contents Custom

Name: CycomTemplate

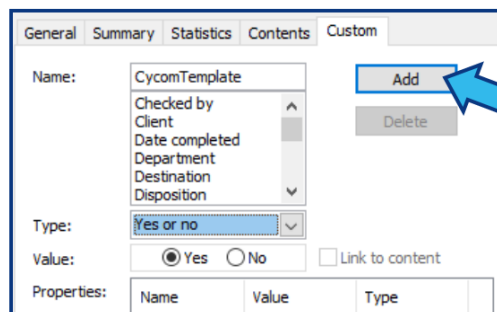
Checked by
Client
Date completed
Department
Disposition

Type: Yes or no

Value: Yes No Link to content

Name	Value	Type

- Press **Add** to add the new **CycomTemplate** property to this template.



General Summary Statistics Contents Custom

Name: CycomTemplate

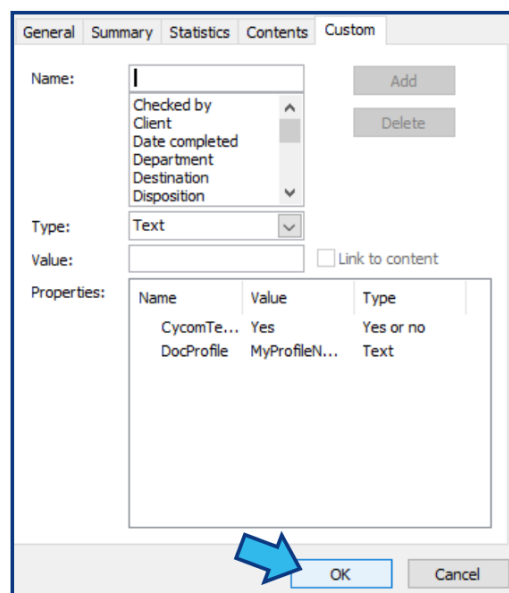
Checked by
Client
Date completed
Department
Disposition

Type: Yes or no

Value: Yes No Link to content

Name	Value	Type

- Press **OK** to accept and apply the changes.



General Summary Statistics Contents Custom

Name:

Checked by
Client
Date completed
Department
Disposition

Type: Text

Value: Link to content

Name	Value	Type
CycomTe...	Yes	Yes or no
DocProfile	MyProfileN...	Text

Step 6. Save and close the template.

In **Word**, close the template and save the changes when prompted. The template is now able to be used in **CLW**. Close **Microsoft Word**.