

# AR6 WGI Chapter Template installation manual for Mac

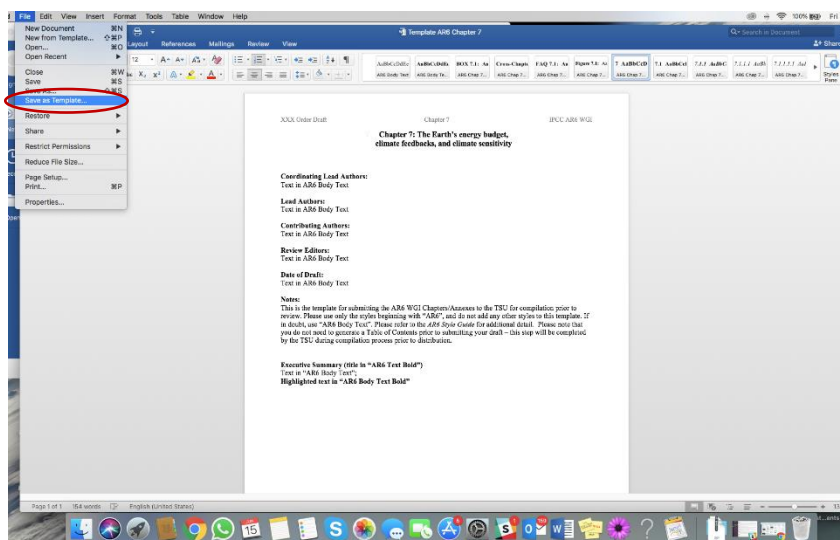
The Chapter Templates are to be used in conjunction with the provided *AR6 WGI Style Guide*. They will facilitate the numbering and formatting of all section titles and /figure/table/box title, using existing Word Styles created by the TSU. In order to have access to these Word Styles, it is mandatory that the template is installed on your computer and used at the very beginning of the writing process.

Specific templates have been created for each Chapter and are available on the WG1 website (<https://wg1.ipcc.ch/AR6/authorsRE.html> in the tab “Resources for Authors”) or on the USB stick provided during LAM1.

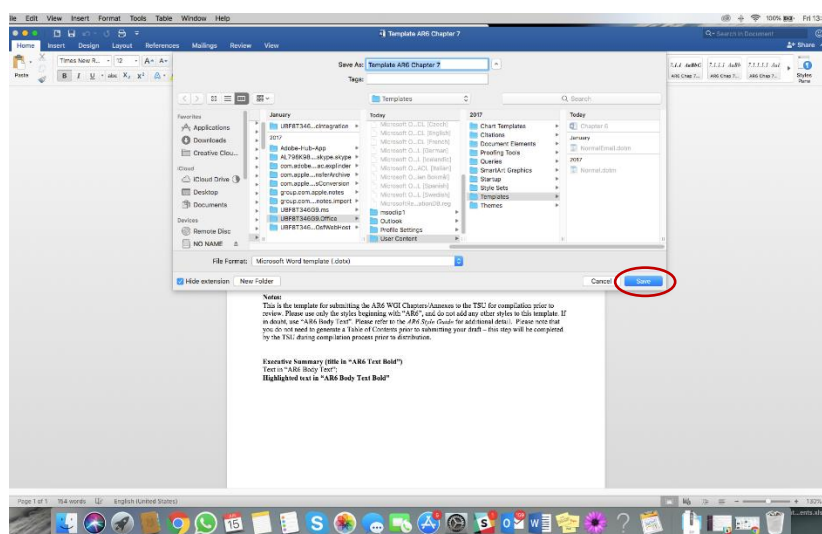
## Instructions for newer versions of Mac Office

### How to install the template

1. Open the template (available on the USB stick or for download on the WGI website)
2. On the File menu, click Save as Template.



3. Click Save

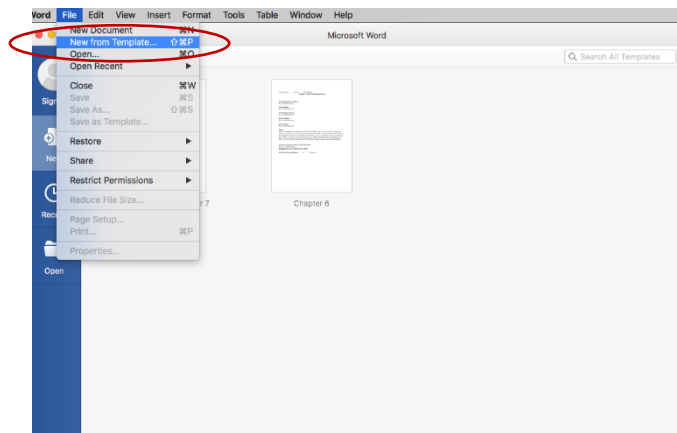


The template is automatically saved in /Users/username/Library/Group Containers/UBF8T346G9.Office/User Content/Templates.

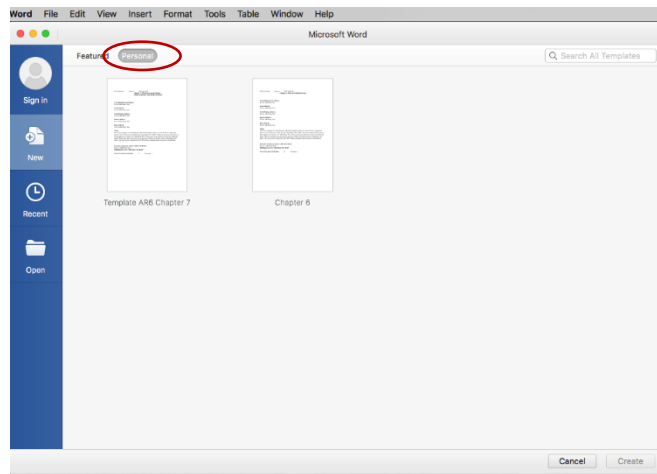
4. Close the template

# How to start a new document based on the template

1. On the File menu, click New from Template

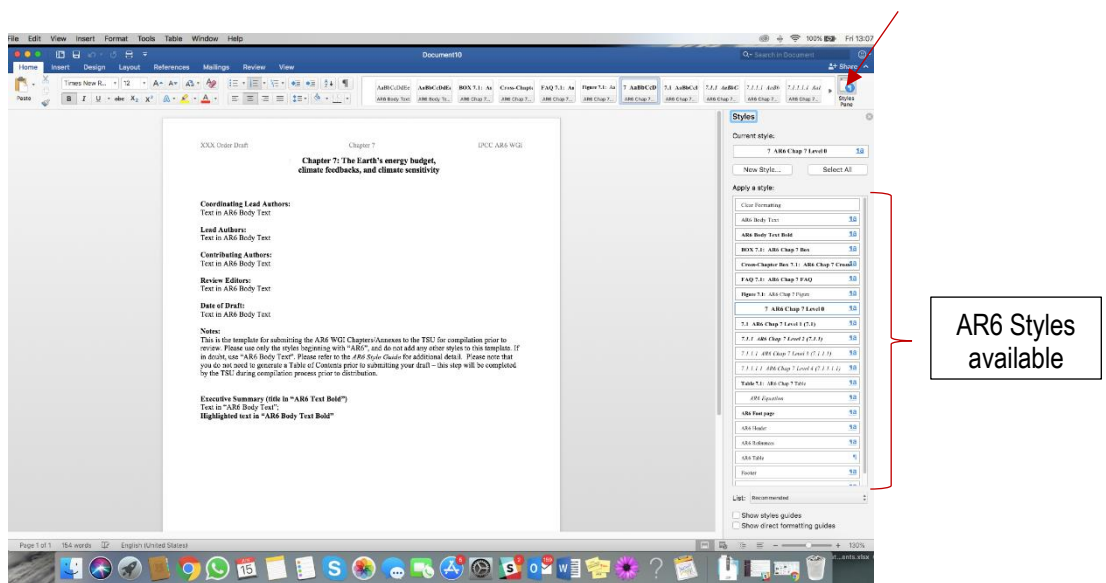


2. Click on "Personal" and select the template you want to use



The Word document, with a pre-formatted page 1 of the Chapter will appear, ready to use.

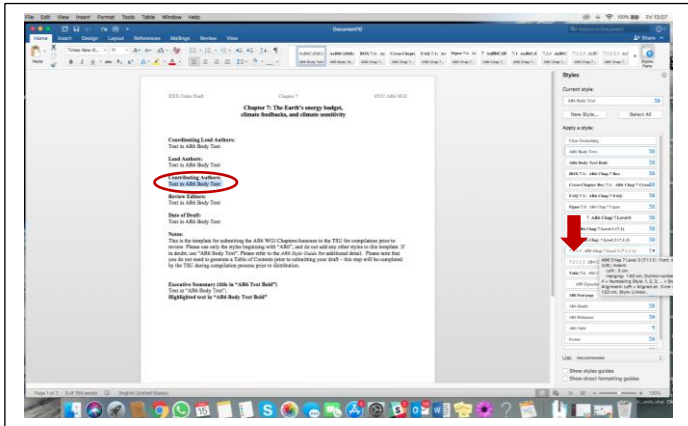
3. Click on Styles Pane to see the different Styles available



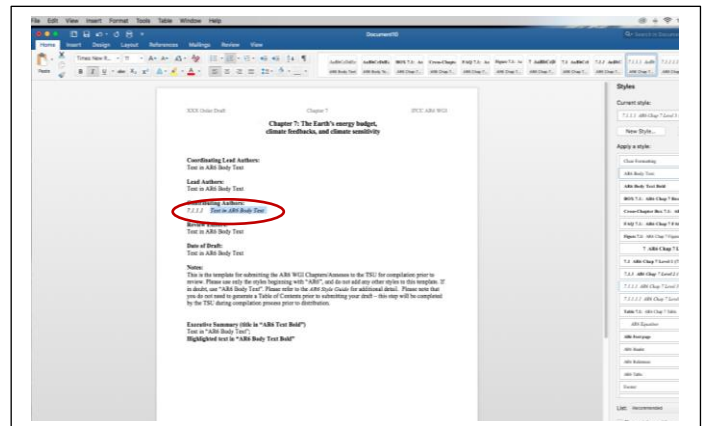
# How to apply a Word Style to a text

1. Select the text you want to format
2. Click on the Word Style you want to apply
3. Formatting and numbering will be automatic

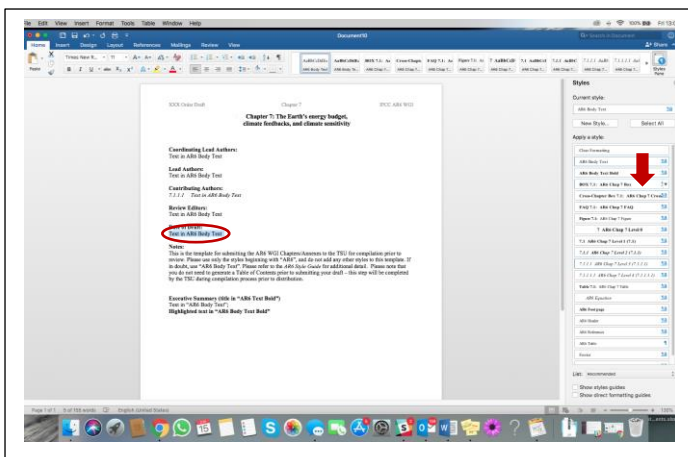
Select text and click Style



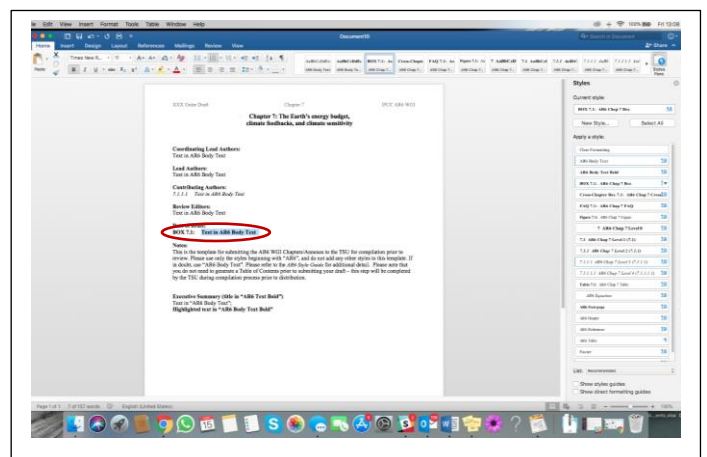
The text is automatically numbered and formatted



Select text and click Style



The text is automatically numbered and formatted



Please use only the styles beginning with “AR6”, and do not add any other styles to the template. If in doubt, use “AR6 Body Text”. Please refer to the *AR6 Style Guide* for additional detail.

## **INSTRUCTIONS FOR MAC OFFICE 2011**

### **How to install the template**

1. Open the template (available on the USB stick or for download on the WGI website)
2. On the File menu, click Save As.
3. On the Format pop-up menu, click Word Template (.dotx)
4. Click Save.

The template is saved in /Users/username/Library/Application Support/Microsoft/Office/User Templates/My Templates.

5. On the File menu, click Close.

Note: If you are using Mac OS X 7 (Lion), the Library folder is hidden by default. To show the Library folder, in the Finder, click the Go menu, and then hold down OPTION.

### **How to start a new document based on the template**

1. On the Standard toolbar, click New from template
2. In the left navigation pane, under TEMPLATES, click My Templates
3. Click the template that you installed, and then click Choose.