USING THE TEMPLATE

The macro-based template for academic work was prepared to the best of our knowledge and judgement. However, it is used at the users' own risk with regard to the possible loss of data, computer problems or financial and material damage which may result from the use of this template. The authors of the present format template and the University of Applied Sciences Upper Austria do not accept any liability for the correct functionality of this template.

These instructions are written for Microsoft Word 2010, 2013, 2016, 2019 and 365.

ENABLING MACROS

In order to be able to use the macros used and described in the template, you must enable them first. To do this, proceed as follows:

1. Create a folder for your thesis in Explorer, e.g. C:\thesis.

2. Copy the template for academic work into this folder.

3. Make sure that Word or all open Word documents are closed.

4. Then open Word.

5. Click on **File > Options.**
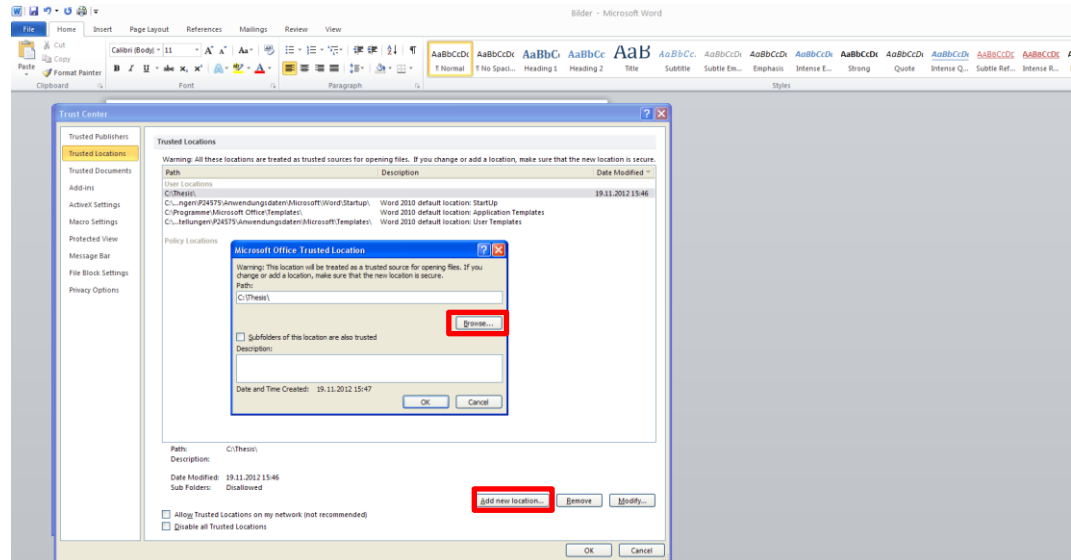
6. Select **Trust Center**.
   Click **Trust Center Settings.**
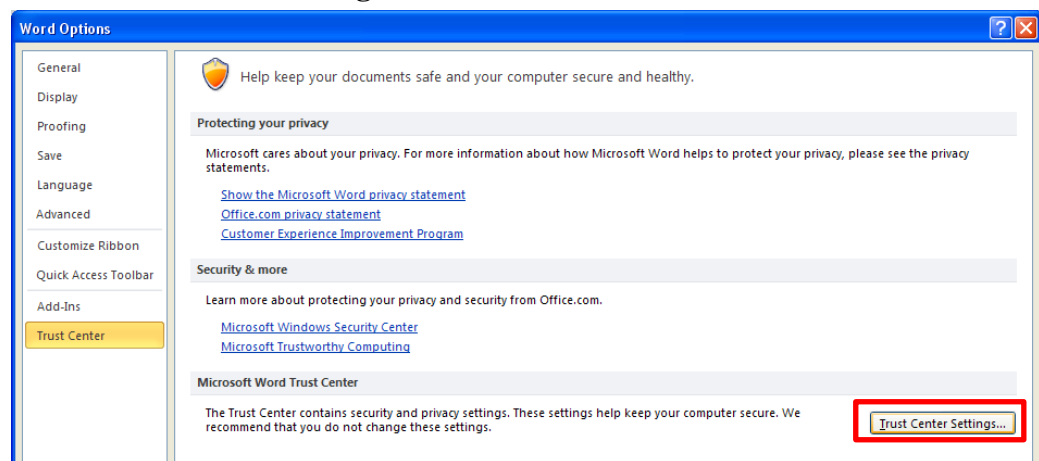
7. Select **Trusted Locations**.
    Click **Add new location**.
    Click **Browse** and select the location of the template (e.g. C:\thesis).

8. Confirm with **OK**.

9. Go to the Explorer and to the folder where you saved the template; now open the template with a double-click.

10. Now you can use macros.

11. Save the thesis as a .docx document in the selected folder (e.g. C:\thesis). If you select a different folder, macros will no longer be available to you.