EVMS TECH INTEGRATION:
BACK UP AND RESTORE OFFICE TEMPLATES (MAC)

How to back up Office templates

1. Close any Microsoft Office apps if they are currently open.
2. From the desktop, select Go at the top menu bar, and click Go to Folder.

3. Enter ~/Library/Group Containers/UBF8T346G9.Office/User Content.localized/Templates/
4. In the window that opens, you will find a copy of all templates you created in Microsoft Office. Press **Command+A** to select all template files, then **Command+C** to copy them to your clipboard.

![Image of file selection](image)

5. Open your backup location (OneDrive, Network share, etc) and create a new folder called “Templates.” Open this folder and press **Command+V** to paste all the template files you copied from the previous step.

**How to restore Office templates**

1. Open the backup location where the Office templates were stored.
2. Press **Command+A**, then **Command+C** to copy all stored templates to your clipboard.
3. From the desktop, select **Go** at the top menu bar, and click **Go to Folder**.
4. Enter 

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~/Library/Group Containers/UBF8T346G9.Office/User Content.localized/Templates/
```

5. In the opened Templates folder, press **Command+V** to paste your template files in that location.

6. Open Office apps and check that your templates have been restored.