

# EVMS TECH INTEGRATION: BACK UP AND RESTORE OFFICE TEMPLATES

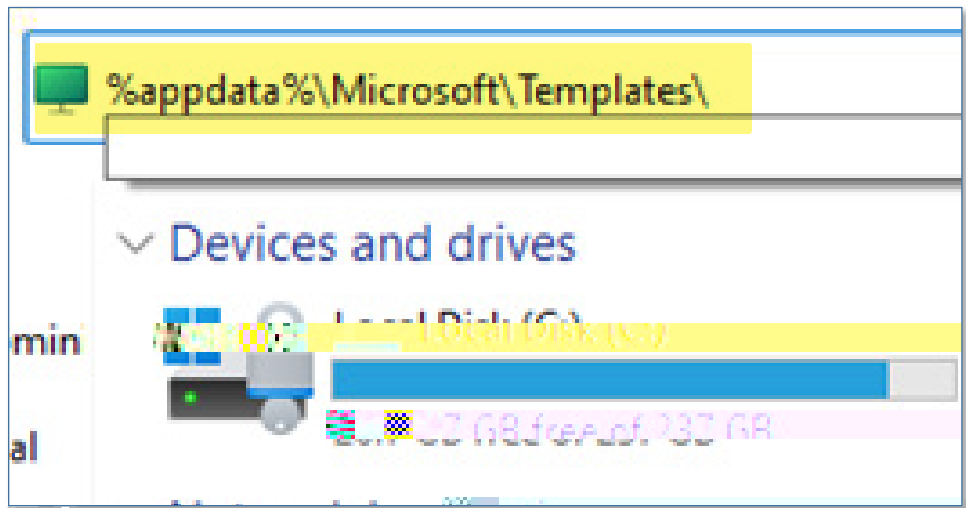
How to back up Office templates

Open File Explorer



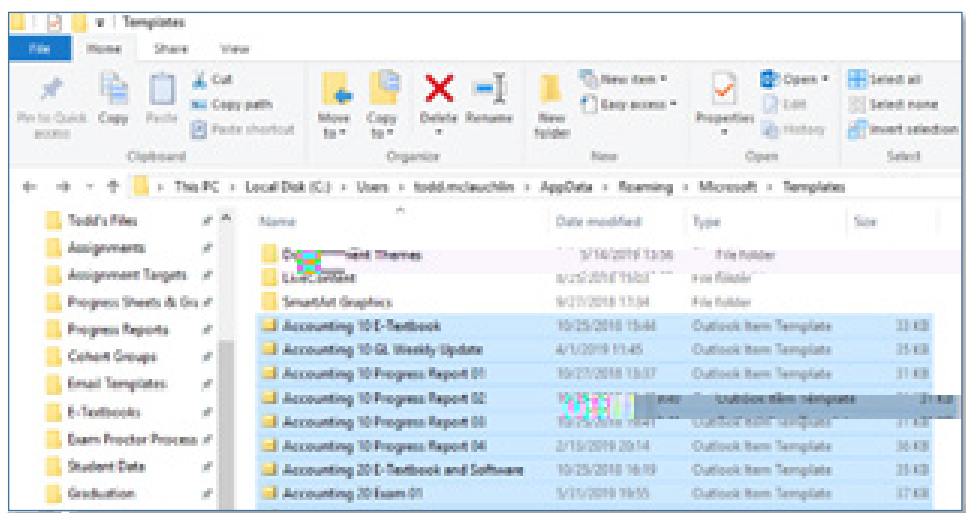
Enter:

%appdata%\Microsoft\Templates\



CTRL+A

CTRL+C



CTRL+V



## How to restore Office templates

CTRL+A