Boiler.ZIP

Boiler is a template add-in for Microsoft Word, originally conceived by Woody Leonard (with a few modifications of my own) to include boilerplate text(s) into Word. It can be used to insert pre-prepared texts at the cursor - in much the same way that you would use autotext, autocorrect or includetext, or you can use it to combine a number of documents into one e.g. the separate chapters of a book.

The zip file contains Four files

Boiler Readme.pdf	378,824	324,556
Word 2000 Boiler.dot	57,344	15,117
Word 2002-3 Boiler.dot	50,688	14,077
Word 2007 Boiler.dotm	32,857	28,527

Select only one of the add-ins according to your Word version. The **Word 2007 Boiler.dotm** template is for Word 2007.

The **Word 2002-3 Boiler.dot** template may be used with Word versions 2002, 2003, (and also 2007).
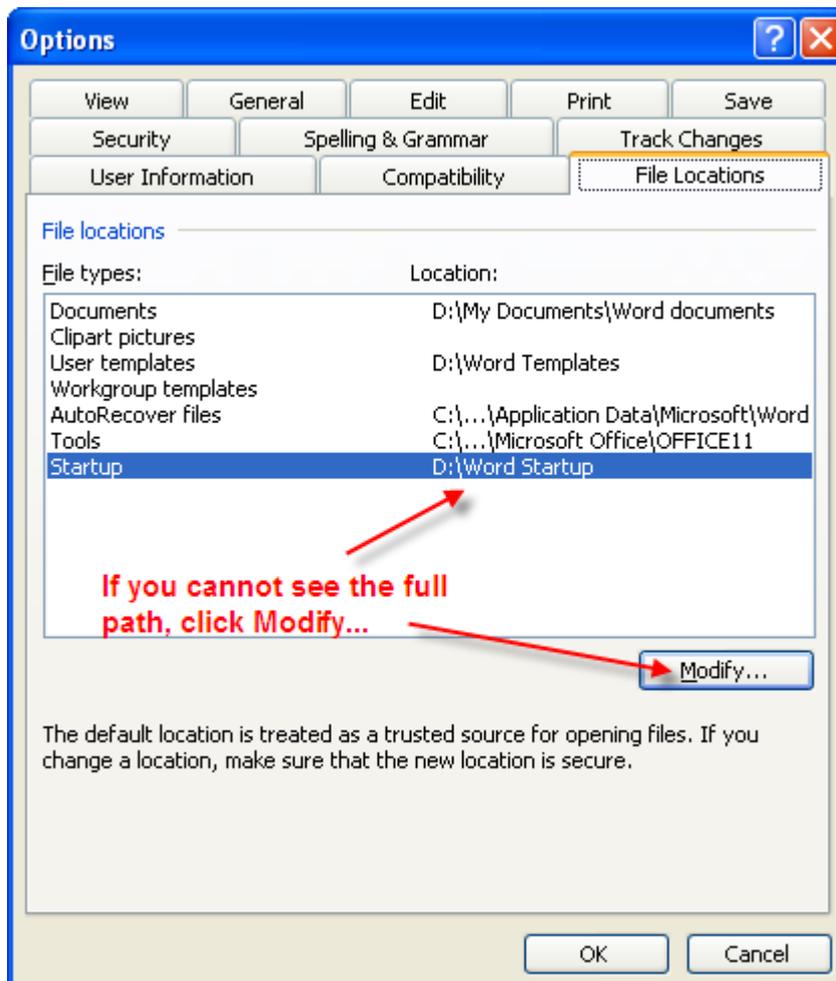
The **Word 2000 Boiler.dot** is for Word 97 and 2000.

The appropriate template file should be extracted to the **Word** or **Office startup folder**. Word will attempt to load any file located in either location on start-up.
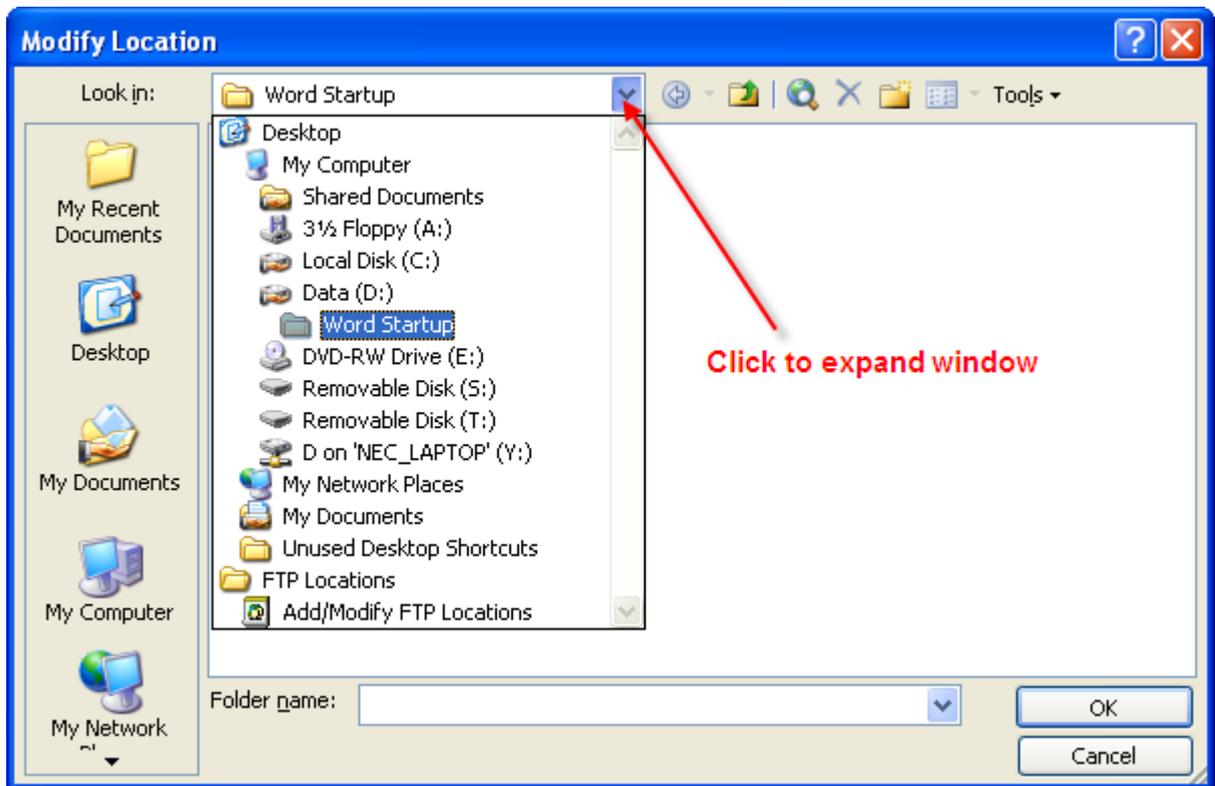
<p style="text-align:center;color:red;">*** For preference use the Word startup folder. ***</p>

The folder location for the **Word startup folder** will vary with operating system and/or user. If you don't know the location on your machine, check **Word > Tools > Options > File Locations.**

See illustrations below:

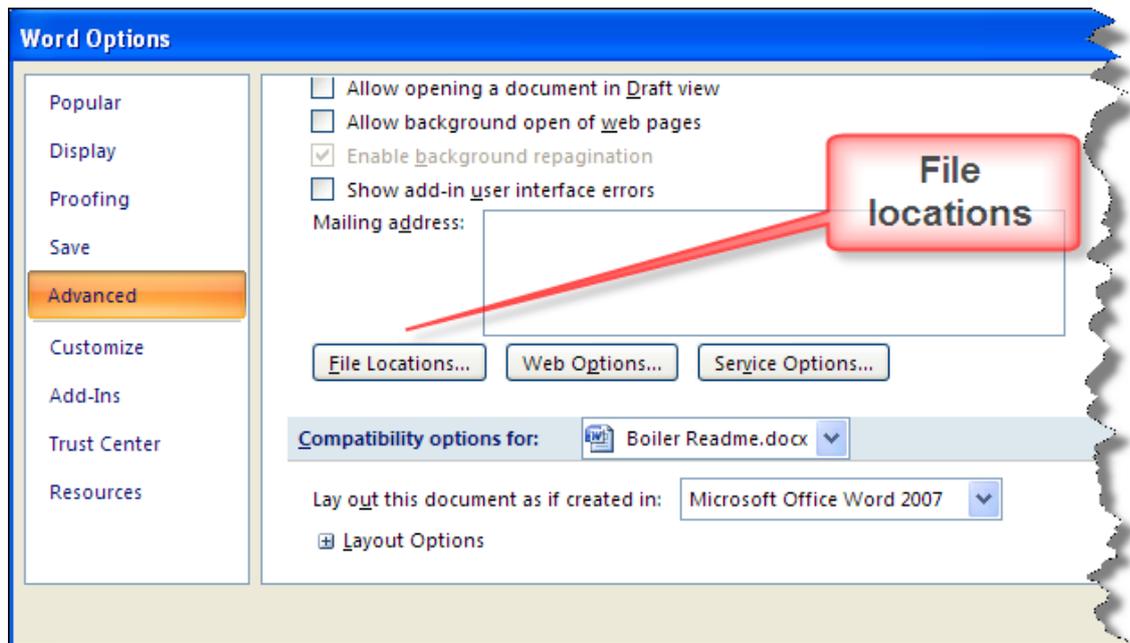The Office startup folder (Office 2000) is located at

Drive Letter:\Program Files\Microsoft Office\Office\Startup

Later Office versions use a different path for their startup folder based on the Office version ie

Drive Letter: \Program Files\Microsoft Office\OFFICE11\STARTUP (where 11 is the Office version - here Office 2003.)
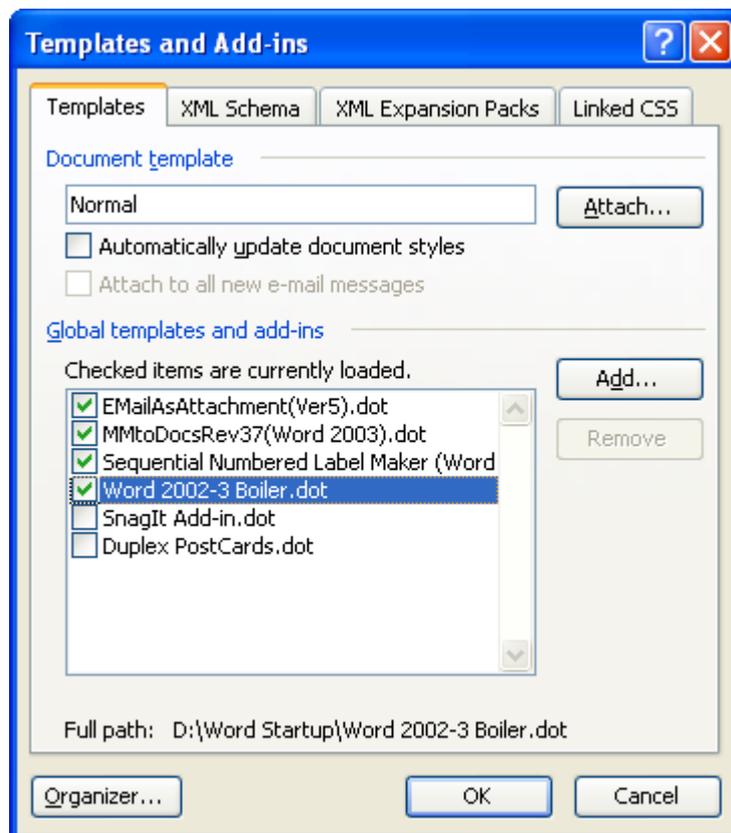
Word 2007 has similar dialogs to those shown above but they are accessed via Word Options:
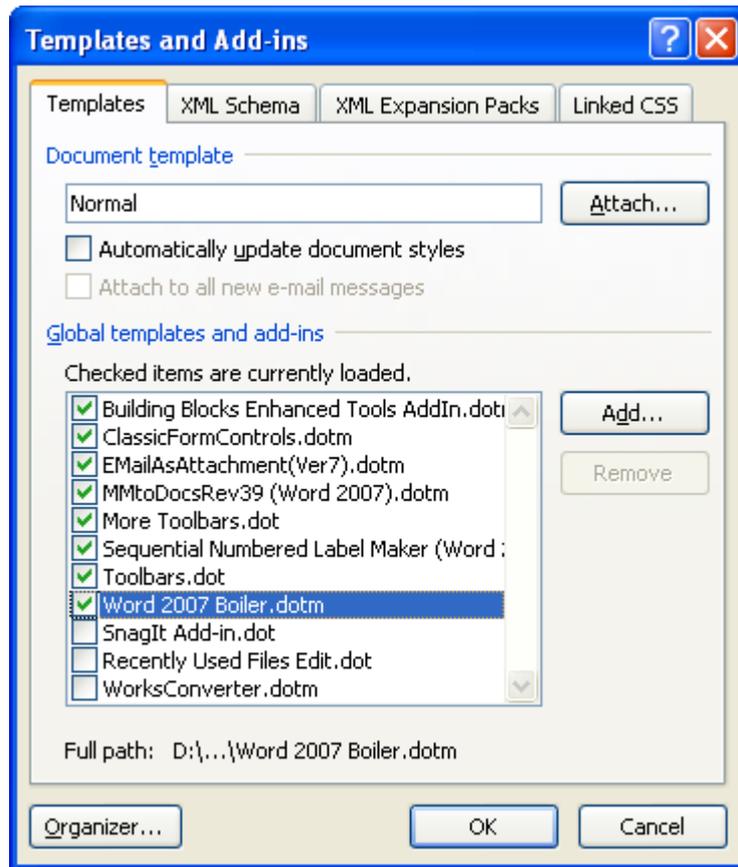
Using the add-in

When correctly installed, the add-in will be listed and checked in tools > templates and add-ins.
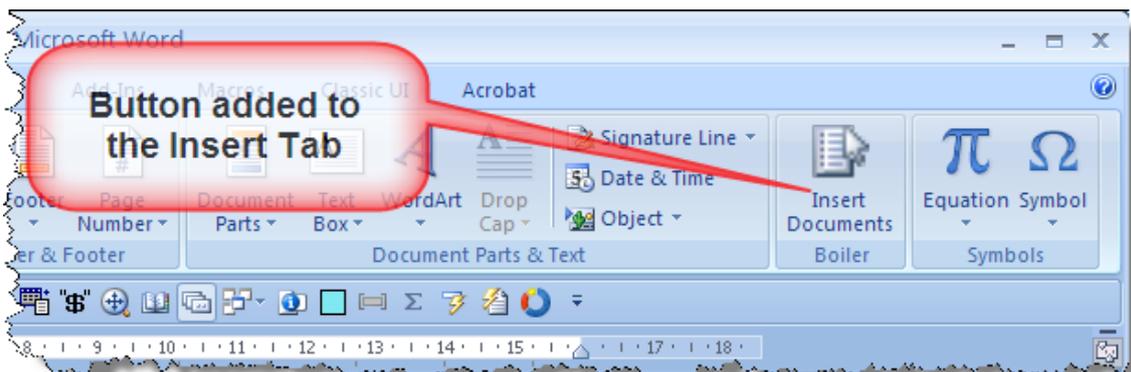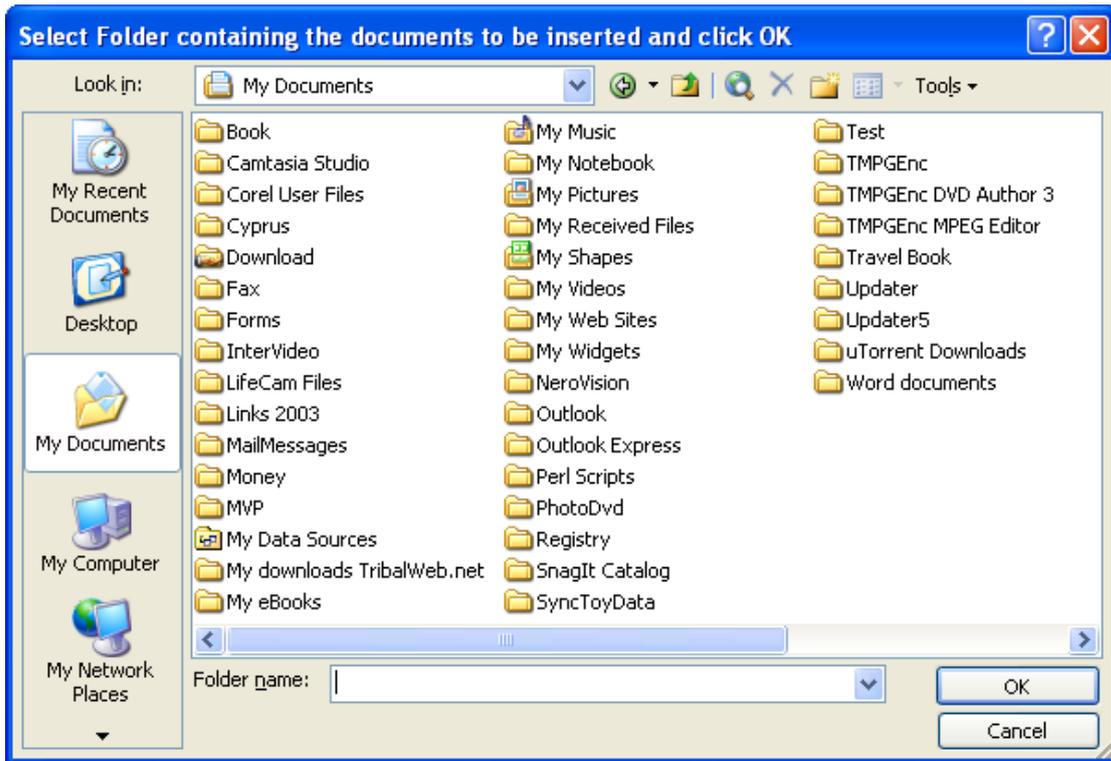
Or in Word 2007

In the 2000 and 2002-3 bversions, the add-in provides a Custom toobar called **Boiler** which should be displayed by default, but if it isn't select **View > Toolbars** and check the **Boiler** entry.
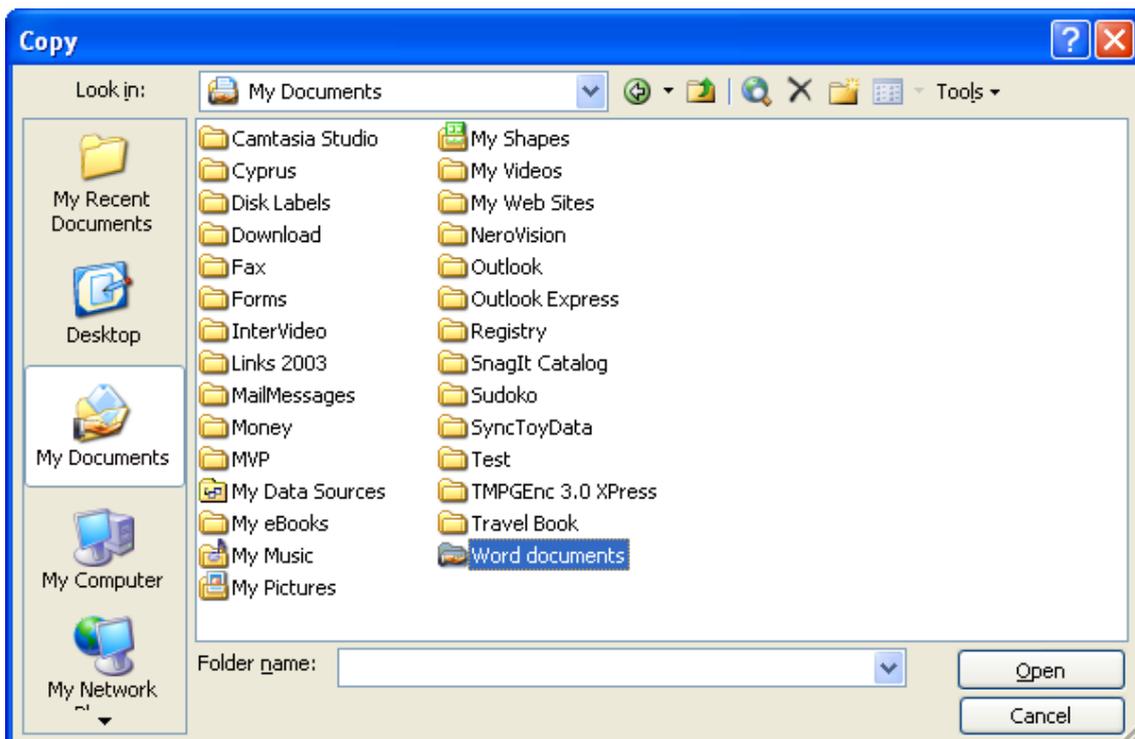

In Word 2007, the Insert Documents command can be found in the Boiler group on the Insert tab of the ribbon.

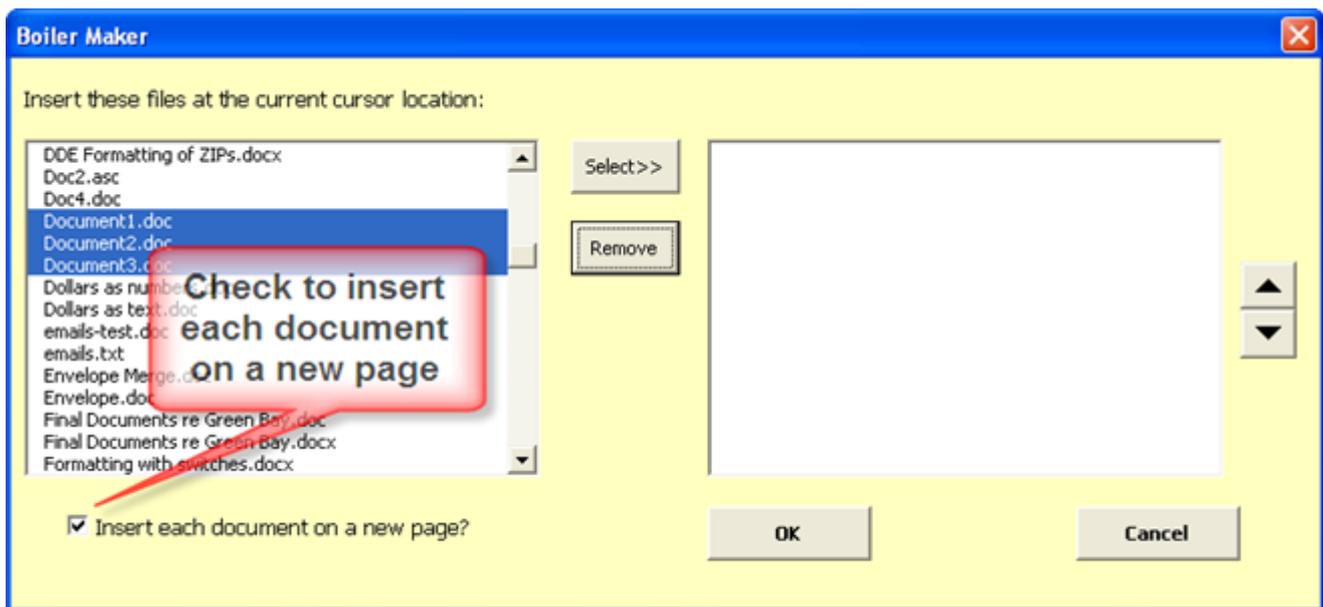Clicking the Start button pops up the following dialog box:
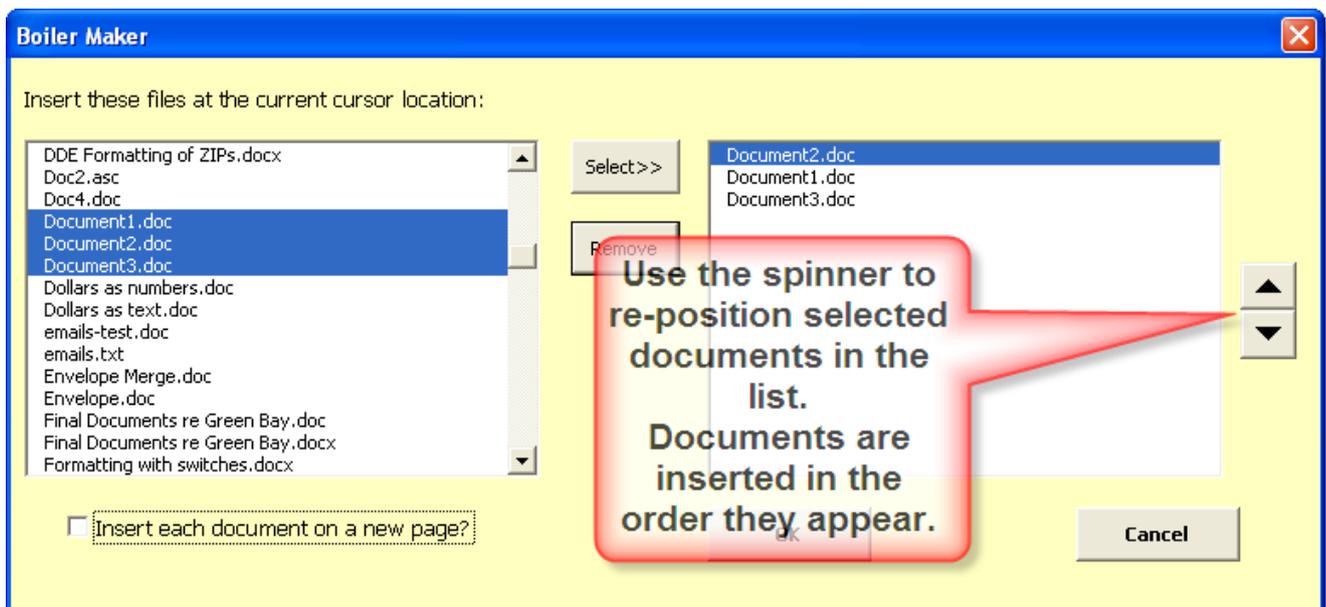

Or in the Word 97/2000 version

Select the folder that contains the documents you wish to include and click 'Open' or 'OK' according to version.

This causes the following dialog box to be displayed:

Select the document(s) that you wish to insert from the choice in the left window. Multiple selections will be inserted in the order in which you wish they are listed in the right window.

When satisfied, click OK to insert the document(s).

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