

# Transfer Your Word Customizations to Another Word

## What

Instructions to transfer your Word customizations such macros, auto correct entries, custom dictionary terms, Quick Access Toolbar, and customized Ribbon settings you have in your current Word install to another Word install.

## Why

When a user uses Word installed on a different PC or a newer version of Word installed on the same PC they will notice their custom auto correct entries, custom words added to the dictionary, macros that were added to their macro library, and numerous other customizations are not in the different Word. Those customizations took much time and effort to add to Word and they help you work more efficiently. Rebuilding those customizations would involve a lot of time and effort and some of the customization may be lost to time (aka: forgotten). Copying and transferring the files where Word stores these customizations can have your different Word install working like your current Word install.

## How

Word stores your different “customizations” in different files. The steps below are divided by each file to copy and transfer. All steps will need to be followed for all your customizations to transfer. You can transfer the files from your current Word install to your different Word install (i.e. Word on another PC) different ways. You can use a flash drive, but I transferred the files over my Home Network. These instructions are specific to moving the customizations from Word 2019 installed on a Windows 10 Home Desktop to Word 2019 installed on a Windows 10 Home Laptop. Some of my customizations transfers go back to Word 2013 install. Moving these customizations can span many versions of Word, but I’m not sure if it will work for not installed versions of Word.

### Step 1 - Transfer Normal.dotm

*Transferring the Normal.dotm file transfers your custom Normal template AND all the macros you have created and saved. Copy and paste of your normal template is the easiest way to transfer all your macros.*

- Open File Explorer on the PC with the current Word install.
- In the File Explorer window place the mouse pointer in the Address bar just to the right of the current address displayed and click once to highlight the current address.
- Enter the following address into the address bar and press the Enter key. You can copy and paste this address into the bar.

**%appdata%\Microsoft\Templates**

- Locate **Normal.dotm** (*Normal* if you don’t show file extensions), right click and select Copy.
- Go to the location to Paste this Normal.dotm file such as a flash drive to take to the other device or to a shared folder on the other device thru a LAN connection.
- On the PC with the different Word install open File Explorer.

- In the File Explorer window place the mouse pointer in the Address bar just to the right of the current address displayed and click once to highlight the current address.
- Enter the following address into the address bar and press the Enter key. You can copy and paste this address into the bar.

### **%appdata%\Microsoft\Templates**

- Right click a blank spot and select Paste. Windows will open a box asking what to do with this file of the same name. Replace the Normal.dotm with your transferred copy.

### Step 2 -Transfer MSO1033.acf

*Word stores your custom Auto Correct entries for the English language in a file named MSO1033.acf.*

- Open File Explorer on the PC with the current Word install.
- In the File Explorer window place the mouse pointer in the Address bar just to the right of the current address displayed and click once to highlight the current address.
- Enter the following address into the address bar and press the Enter key. You can copy and paste this address into the bar.

### **%appdata%\Microsoft\Office**

- Locate **MSO1033.acf** (*MSO1033* if you don't show file extensions), right click and select Copy.
- Go to the location to Paste this MSO1033.acf file such as a flash drive to take to the other device or to a shared folder on the other device thru a LAN connection.
- On the PC with the different Word install open File Explorer.
- In the File Explorer window place the mouse pointer in the Address bar just to the right of the current address displayed and click once to highlight the current address.
- Enter the following address into the address bar and press the Enter key. You can copy and paste this address into the bar.

### **%appdata%\Microsoft\Office**

- Right click a blank spot and select Paste. Windows will open a box asking what to do with this file of the same name. Replace the MSO1033.acf with your transferred copy.

### Step 3 - Transfer CUSTOM.DIC

*Word stores words that you add to the dictionary in the file CUSTOM.DIC.*

Side Tip: You can open CUSTOM.DIC with Notepad and you will see the alphabetical list of the words you have added to the dictionary. Using Notepad you can add words to this custom list.

- Open File Explorer on the PC with the current Word install.
- In the File Explorer window place the mouse pointer in the Address bar just to the right of the current address displayed and click once to highlight the current address.
- Enter the following address into the address bar and press the Enter key. You can copy and paste this address into the bar.

## **%appdata%\Microsoft\UProof**

- Locate **CUSTOM.DIC** (*CUSTOM* if you don't show file extensions), right click and select Copy.
- Go to the location to Paste this CUSTOM.DIC file such as a flash drive to take to the other device or to a shared folder on the other device thru a LAN connection.
- On the PC with the different Word install open File Explorer.
- In the File Explorer window place the mouse pointer in the Address bar just to the right of the current address displayed and click once to highlight the current address.
- Enter the following address into the address bar and press the Enter key. You can copy and paste this address into the bar.

## **%appdata%\Microsoft\Uproof**

- Right click a blank spot and select Paste. Windows will open a box asking what to do with this file of the same name. Replace the CUSTOM.DIC with your transferred copy.

### Step 4 - Export Command Ribbon

*If you have added tabs or commands to the ribbon, have changed the order of the tabs, or added commands to the Quick Access Toolbar then you have customized your ribbon. Word provides an export/import function for the command ribbon (including the Quick Access Toolbar) to allow a user to move those customizations between Word installs.*

- Open Word on the current install.
- Select File > Options to open the Word Options window.
- In the Word Options window select *Customize Ribbon* in the left pane to go to that page.
- In the lower right corner of the Customize Ribbon page is an **Import/Export** button with a dropdown arrow. Click the dropdown arrow and select **Export all customizations**.
- Select a place to store the exported UI file so the different Word can access it. The file will be labeled *Word Customizations.exportedUI*.
- Open Word on the different install.
- In the Word Options window select *Customize Ribbon* in the left pane to go to that page.
- In the lower right corner of the Customize Ribbon page is an **Import/Export** button with a dropdown arrow. Click the dropdown arrow and select **Import customization file**.
- Use the File Explorer window to select that *Word Customizations.exportedUI* you exported. May take a few seconds to complete.
- Close Word.

After completing all the steps above, all your customizations should be in your other Word install and it should act like you are accustomed to.