



How To Transfer Office 2007 Chart Templates Between Computers

Problem

You have created a number of chart templates using in Office 2007 for use by Q and you want to move them from one computer to another.

Steps to solve

This *How To* relates entirely to Microsoft Office (i.e., the resulting templates are employed by Q, but are created in PowerPoint, Word and Excel).

1. Locate the directory where your chart templates are stored. Often this will be `C:\Users\userprofile\AppData\Roaming\Microsoft\Templates` or `C:\Users\userprofile\AppData\Roaming\Microsoft\Templates\Charts` where *userprofile* is your user name. If you cannot find this folder, perform a windows search for the file name `*.crtx`. You may need to do an advanced search and select **Include non-indexed, hidden, and system files** (might be slow) in order to find the appropriate directory.



2. Each template will have its own file `title.crtx`, where *title* is the name you used when you saved the chart template.
3. Copy the desired files to the equivalent folder on the other computer.
4. Your templates will now be accessible by Q.

Additional reading

How To Create Chart Templates (Office 2007 And Later); How To Apply Chart Templates (Office 2007 And Later) When Exporting Charts; How To Use Templates When Exporting Multiple Charts. Terms shown in italics and bold can be found in the index of the *Q Reference Manual*, the *Q Quick Start Manual* and via the **Help** menu within Q.

What to do if the problem is not solved

If these instructions are insufficient, please email us (**Help | Email Support...**) with a detailed description of what in the instructions is not working for you and we will either provide you with more comprehensive instructions, or, upon your request, we can do the analysis for you in your file (fees apply) .