

# TaskMap Tech Note

## TaskMap Templates Missing from Visio Menu

### Symptom

You select *File/New* from the Visio main menu, or you click the down-arrow next the Visio *New* button and you don't see the TaskMap folder containing the TaskMap templates.

### Problem Summary

Visio maintains a list of all folders it knows about that contain Visio templates. The TaskMap installation program normally registers the location of the TaskMap templates so they will appear in this list.

If the TaskMap templates are missing from Visio's list of available templates it may be because the TaskMap installation program failed to register them properly or because policy settings or system cleanup functions on your PC have removed these settings from the Windows registry.

### Resolution

To restore the link to the TaskMap templates folder, perform the following steps:

1. Select *Tools/Options* from the Visio main menu.
2. **Visio 2002:** Click the *File Paths* tab.  
**Visio 2003 and 2007:** Click the *Advanced* tab then click the *File Paths...* button.
3. Click the browse button (“...”) to the right of *Templates*, then navigate to and select one of the paths below depending on your version of TaskMap:  
**TaskMap Standard** (version 1 or 2):  
C:\Program Files\Microsoft Office\Visio11\1033\Solutions\  
**TaskMap Professional** or **TaskMap Standard** (version 3):  
C:\Program Files\TaskMap\Templates\  
4. Repeat step 3 for *Stencils*. (You can copy and paste the path name from the *Templates* field to the *Stencils* field, if you prefer.)
5. Click *OK*.
6. Click *OK*.

At this point the TaskMap folder should appear in the list of Visio template folders. If it does not, exit and restart Visio.