Editing Word Documents for the WinSen Program

Follow these steps in order.

1. Go to Start, then to My Computer, double click on Local Disk (C:) drive; then look for the yellow folder called Winsen and double click on it..
2. Optional. Step number 2 only needs to be done one time, if you have modified word documents before skip this step. Click on View or Tools, (depending on your operating system) and then click on Folder Options. Click on the View tab, and make sure that "Hide file extensions for known file types" is unchecked, then click on OK.
3. Find the document that needs to be modified; it will have a blue **W** next to the document (i.e.: late1.dot). Right click on the document, and then left click on rename. Put the cursor at the end of the file name and change the .dot to .doc

LATE1.dot → LATE1.do → LATE1.doc

  (This is changing the file format from a Document Template to a Word Document. Your file name should now be (i.e.: late1.doc)

4. Double Click on the letter that you just renamed. (i.e.: late1.doc)
5. Modify the letter as desired; remember that you cannot modify any bracketed [xxx] fields. They can be deleted or moved around, but you cannot add to them or modify them. The bracketed fields pull information from the database.
6. After changes have been made to the document, click on the X at the top right hang corner. A message will appear, Do you want to save the changes to the document, click on yes.
7. Right click on the document that has just modified (i.e.: late1.dot), and then left click on rename. Put the cursor at the end of the file name and change the .doc to .dot This will be name of the document before starting, in step #3. The WinSen program will only work with the extension .dot and not .doc

To verify that the changes made will work, go to the Tenant Form. Click on the letter button at the top of the form. Place a underline checkmark next to Word, then highlight the document in the window that was just modified (i.e.: late1.dot) and print it.

If modified Word letter is to print with the charger, go to Maintenance, Site Information, Site Setup, Other tab, Configure Letters, and place checkmarks in the letters that need to print with Word, in this case Late Letter #1. The items that are unchecked will print in the normal Crystal Reports format. Normally only a few word documents are selected.