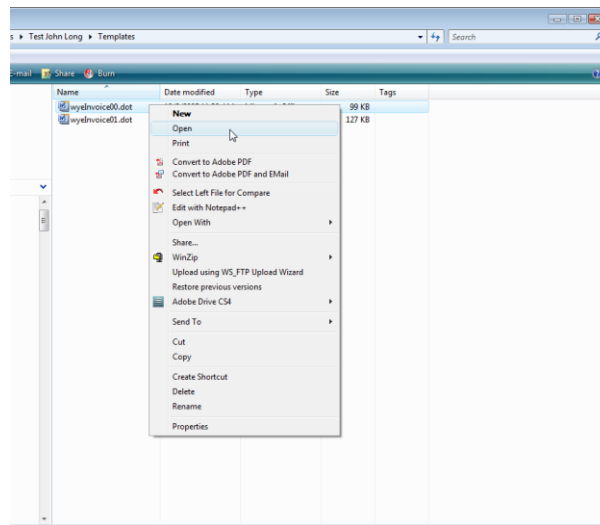


Be careful!

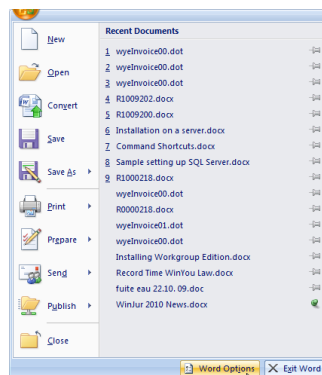
First make a copy of the template (backup)

1. With windows explorer right click on the template to get the context menu:

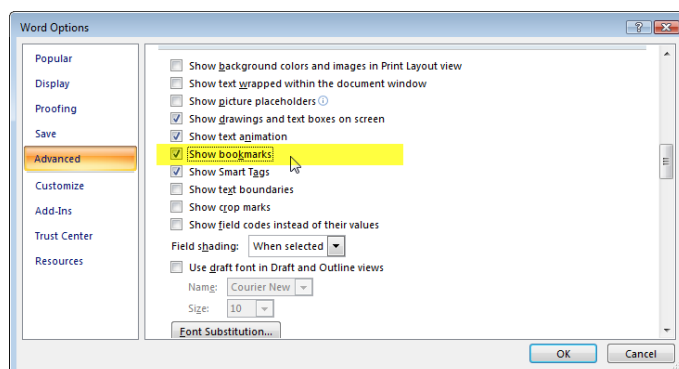


Select OPEN. (NOT New!)

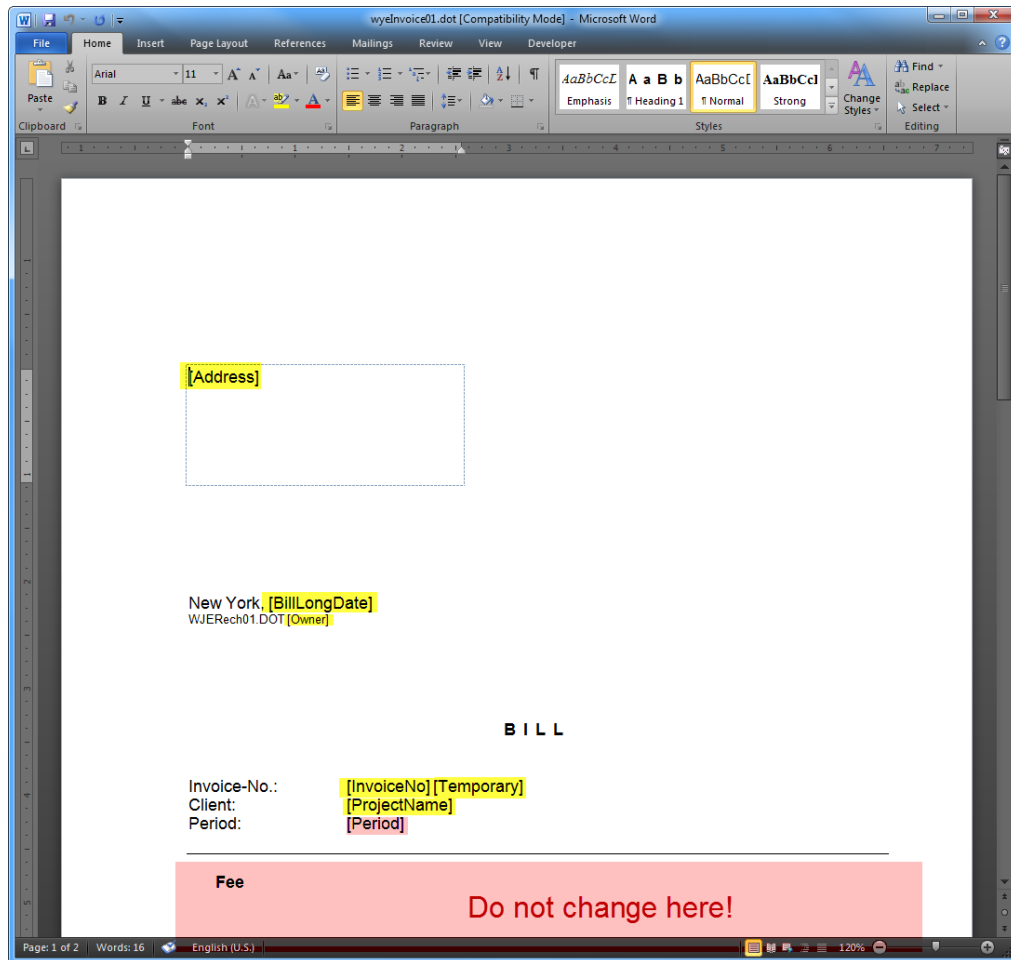
2. In Word click the word start button. Click on "Options":



3. In the billing template we are using Microsoft word bookmarks. Normally they are hidden, but you can make them visible:
In Word options / advanced, check "Show Bookmarks"



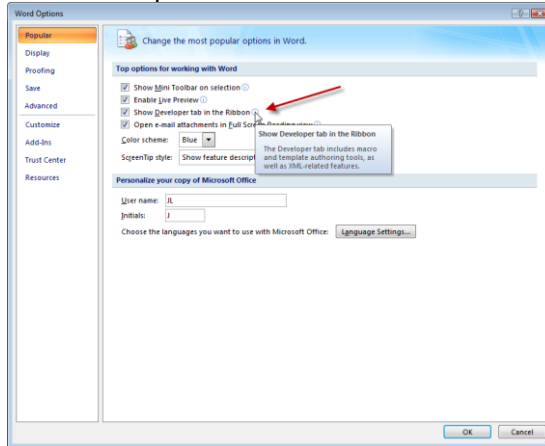
In the template itself you will now see the bookmarks. Be careful not to delete any bookmark when you are changing the billing template.



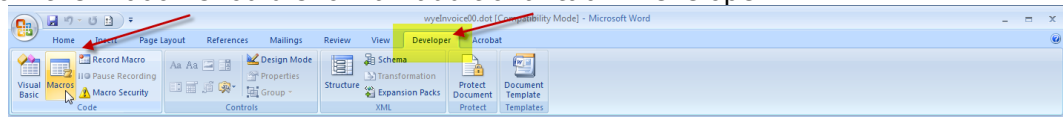
When you are finished, save the template and test it with WinYou Law.

To change the fixed texts within the template:

4. In the options dialog, select the "popular" tab.
Enable the "Show Developers tab in the Ribbon":

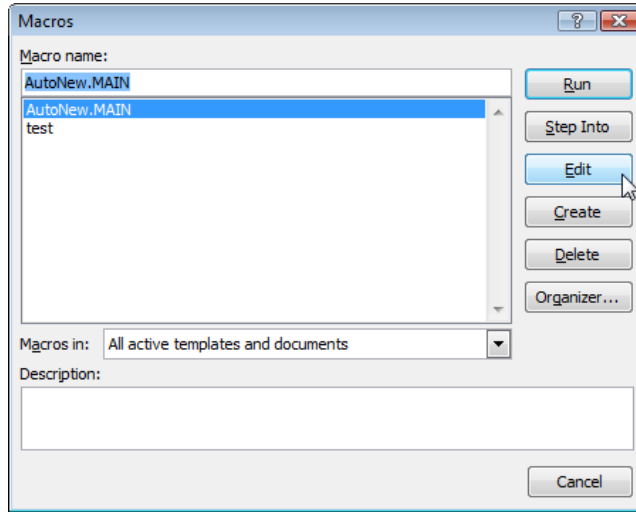


5. Now the Ribbon should show an additional tab: "Developer"

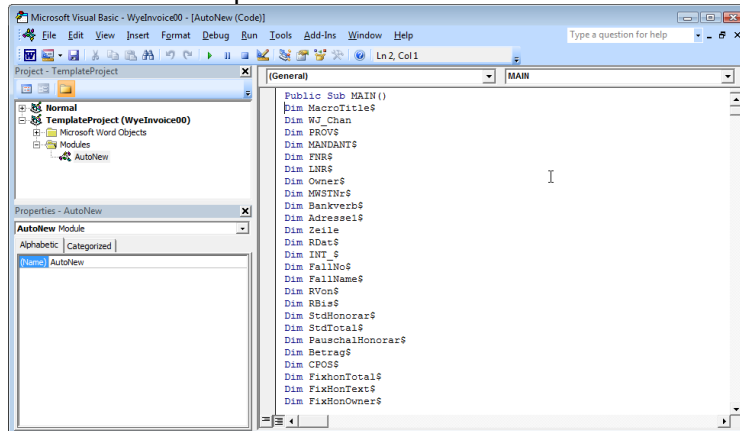


Click on "Macros"

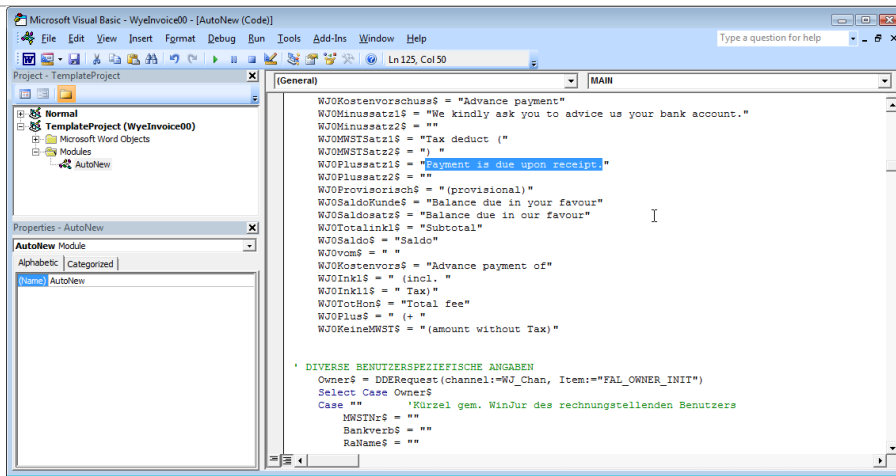
6. Select AutoNew.MAIN and click on "Edit"



7. Macro Window shows up:



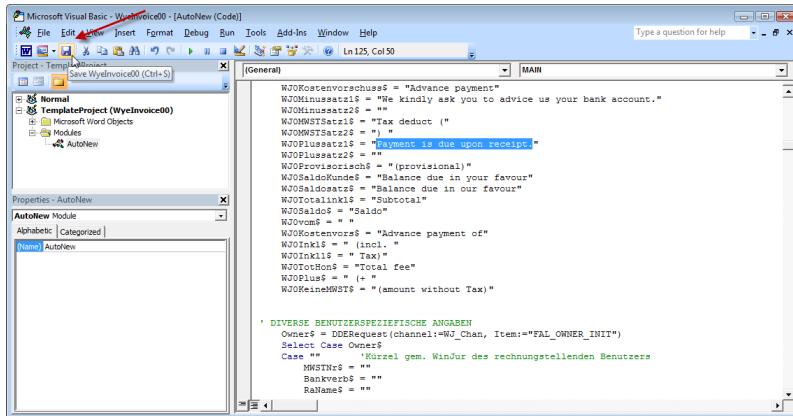
Scroll down to the Text Variables:



Change the text.

8.

Click on the "Save" Button in toolbar:



Close the macro dialog window.

Close the template in Word.

Test it with WinYou Law.