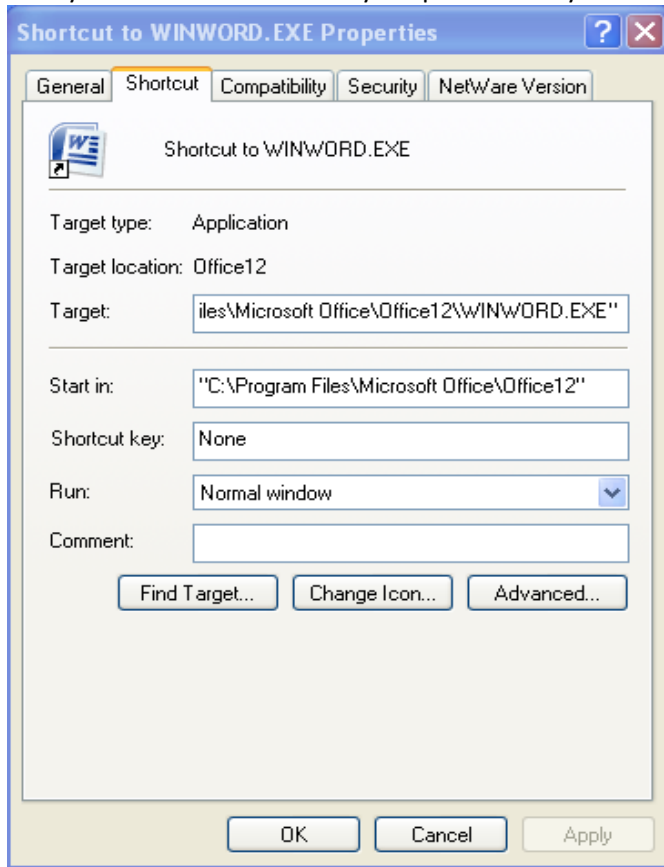


# CCLTRGEN Instructions for Office 2007

## Setup (skip to Step 2 if someone has already completed Step 1)

1. In **S:\<Department>\Shared\PS\_3C\Shared\_Letters** directory
  - a. Rename CCLTRGEN.dot to CCLTRGEN.OLD.dot
  - b. Save new CCLTRGEN.dot file into directory
2. Open **Word 2007**
  - a. Click **Office Button**
  - b. Click **Word Options**
    - i. Click **Trust Center**
    - ii. Click **Trust Center Settings**
      1. Click **Macro Settings**
      2. Ensure **Disable all macros with notification** is selected
      3. Click **OK**
    - iii. Click **Trusted Locations**
      1. Check **Allow trusted locations on my network (not recommended)**
      2. Click **Add new location...**
        - a. Path = **S:\<Department>\Shared\PS\_3C\Shared\_Letters**
        - b. Click **OK**
      3. Click **OK**
    - iv. Click **OK**
  - c. Close **Word 2007**
3. Go to > **C:\Program Files\Microsoft Office\Office12**
  - a. Locate the **WINWORD.EXE** file
  - b. Create a shortcut by dragging WINWORD.EXE to desktop
4. Right click on the shortcut and choose properties. Below is a screen shot of what you will see. In the 'Target' area you will have to enter in your path where your templates are stored plus some more information.



5. In the target box enter:
  - a. "C:\Program Files\Microsoft Office\Office12\WINWORD.EXE" <space><path><space>/mPRCSLETTER
6. <path> = full path to where the CCLTRNEW.dot file is located (i.e. S:\<Department>\Shared\PS\_3C\Shared\_Letters \CCLTRNEW.DOT)
7. <space> = space character

In the above example, the full target would be:

"C:\Program Files\Microsoft Office\Office\WINWORD.EXE" S:\<Department>\Shared\PS\_3C\Shared\_Letters \CCLTRNEW.DOT /mPRCSLETTER

8. Click **Apply**
9. Click **OK** to save the shortcut
10. Rename the shortcut **2007 Letter Generator**
11. For Labels,
  - a. Copy **2007 Letter Generator** shortcut
  - b. Go to: **Right-Click > Properties**
    - i. On the **Shortcut** tab, change **mPRCSLETTER** to **mPRCSLABEL**
    - ii. On the **General** tab, rename the shortcut **2007 Label Generator**
    - iii. Click **OK**
12. For Envelopes,
  - a. Copy **2007 Letter Generator** shortcut
  - b. Go to: **Right-Click > Properties**
    - i. On the **Shortcut** tab, change **mPRCSLETTER** to **mPRCSENEVELOPE**
    - ii. On the **General** tab, rename the shortcut **2007 Envelope Generator**
    - iii. Click **OK**

#### Environment Variables (skip if computer was already setup to run earlier version of CCLTRGEN)

1. Right click on **My Computer** and select **Properties**
  - a. Click on **Advanced** tab
  - b. Click **Environment Variables**
    - i. Under User variables, click **New**
      1. Variable Name: **PSMERGE**
      2. Variable Value: **S:\<Department>\Shared\PS\_3C\Letters\_Generated**
      3. Click **OK**
    - ii. Click **OK**
  - c. Click **OK**

#### Using CCLTRGEN

1. Double-click **CCLTRGEN** shortcut
  - a. Enter **instance number** in the input box
  - b. Click **OK**