Microsoft Office and RTF Fields

Custom Documents

Custom Booking Documents

RentalPoint Add-ins Tab Word 2012

Word 2012 and Lower Versions

ℹ️ If you have permissions issues with the copy from the menu, ask your I.T dept to manually copy the c:\rentalpointv11\sys\RentalPointInsertFieldModule.wll file to your Microsoft Word Startup folder
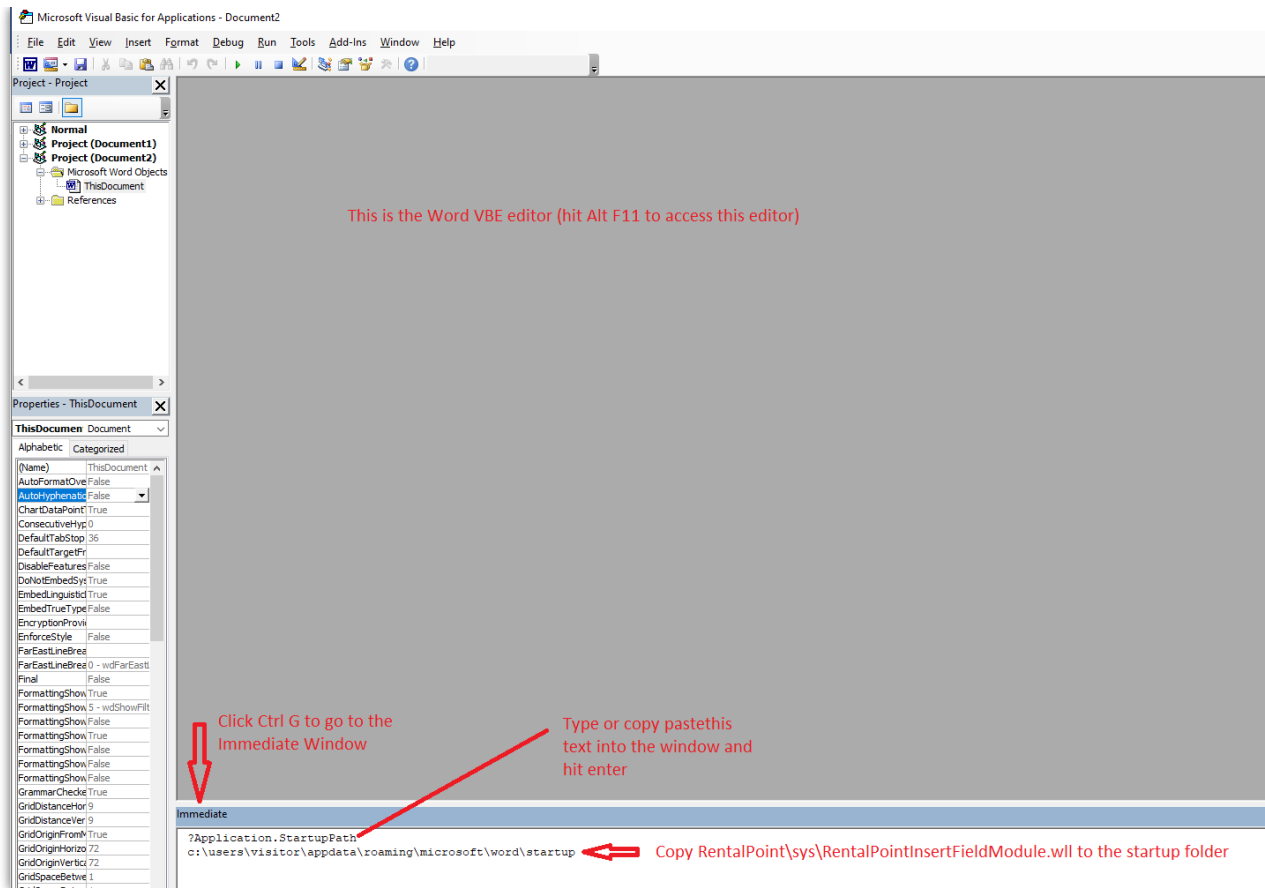
RentalPoint Add-Ins Tab in Word 2016

Find the location of your Word Startup Folder

1. Open Word, then press **Alt+F11** to open the macro editor, **VBE**.
2. In the **VBE** window, press **Ctrl+G** to go to the **Immediate window**.
3. In the **Immediate window**, type: ?Application.StartupPath
4. Press **Enter**.

The path to the **STARTUP folder** is now shown below the line you typed as illustrated in Figure 1 below. You can copy the path and paste it into the address field in **Windows Explorer** and press **Enter** to go directly to the **STARTUP folder**.
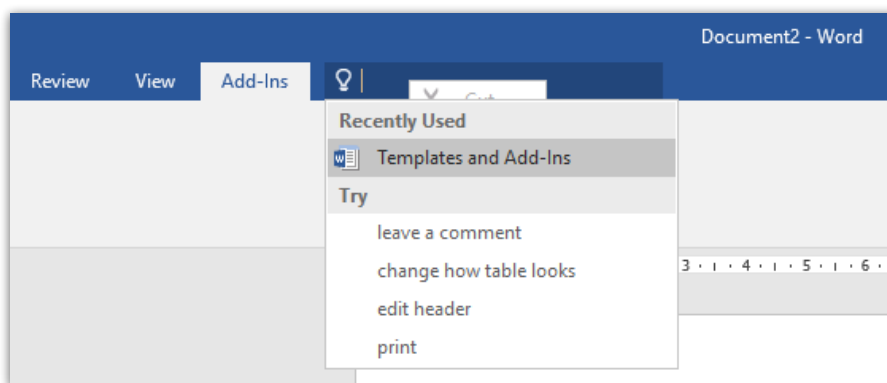
This is the Word VBE editor (hit Alt F11 to access this editor)

Click Ctrl G to go to the Immediate Window

Type or copy paste this text into the window and hit enter

?Application.StartupPath
c:\users\visitor\appdata\roaming\microsoft\word\startup

Copy RentalPoint\sys\RentalPointInsertFieldModule.wll to the startup folder
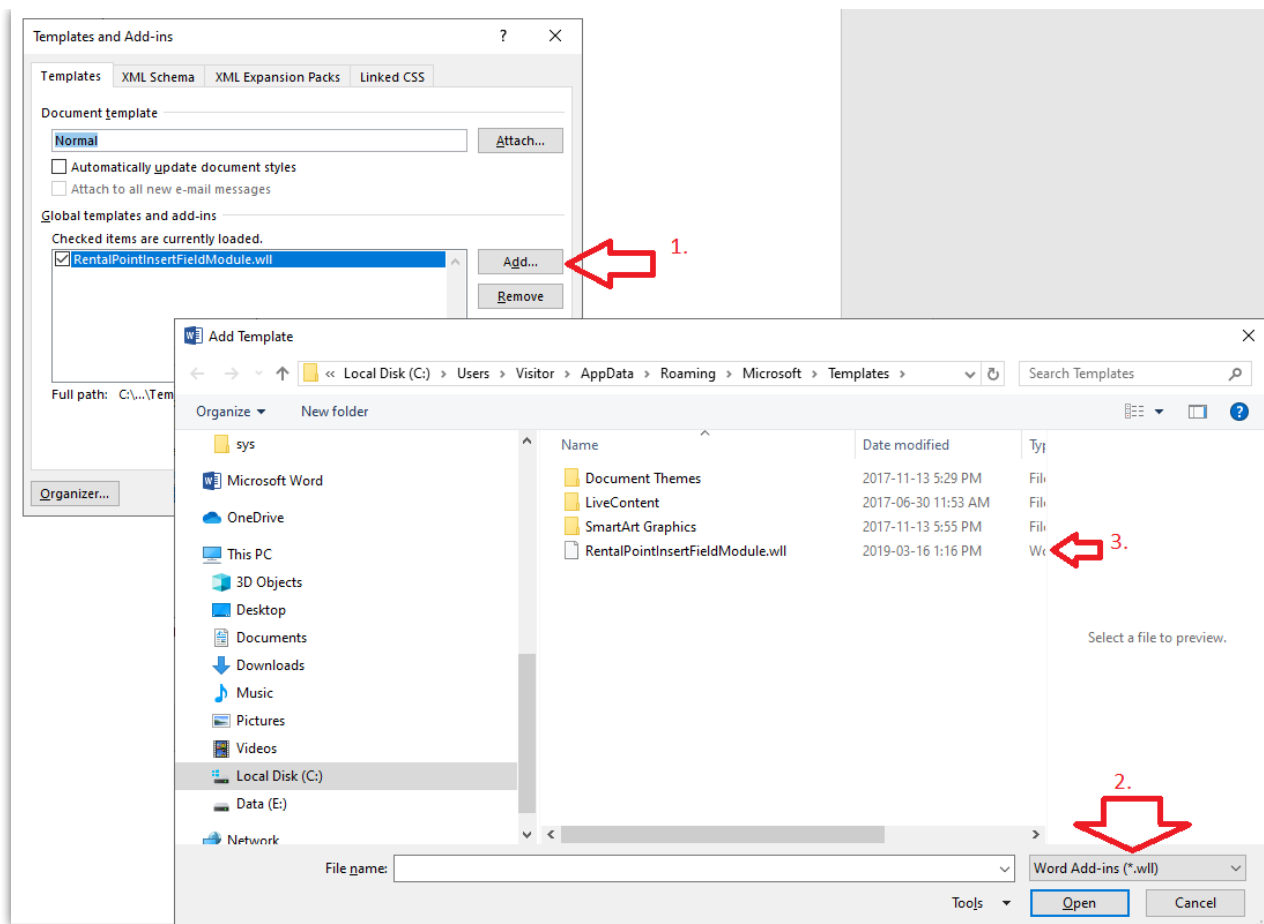
Copy c:\RentalPointv11\sys\RentalPointInsertFieldModule.wll to the startup folder

Close Word and reopen, if the Add-Ins tab doesn't show up or if the RentalPoint Add-Ins are not there, follow the steps below.
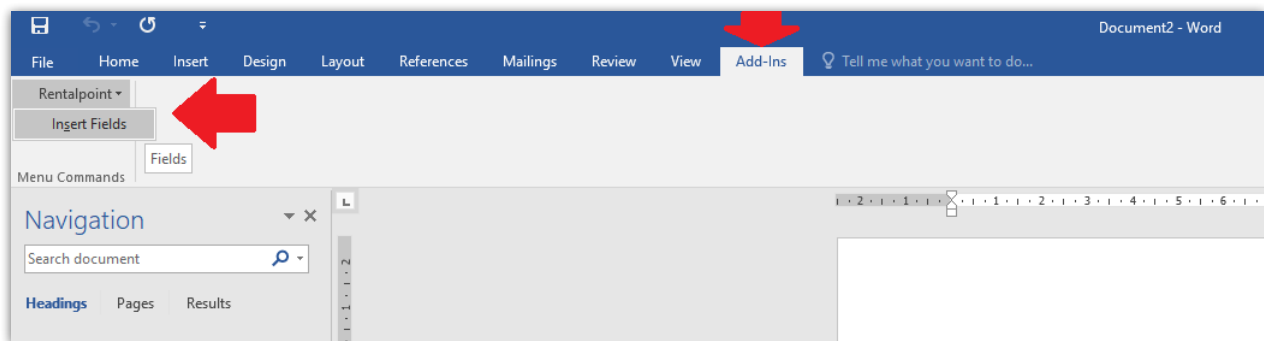
Type 'Templates and Add-Ins' into the search bar

Click ADD to find and add the RentalPoint Add-Ins

You should now see the RentalPoint Add-Ins tab

How to Stop your RTF file ballooning in size

Date: November 30, 2007
How to stop your RTF Templates ballooning in size

There is a Registry solution to the RTF ballooning in size. After doing this registry addition RTF templates that were

3.6MB would become 132KB in size. If you are unfamiliar with what the registry is or of any of the steps below, then

please contact your IT Person or your IT Company to help you with these steps on your local system.

Check out this website and click the 'fix it' button OR do the following for each user:

http://support.microsoft.com/kb/224663

1. Quit Word.
2. Click Start, click Run, type regedit in the Open box, and then click OK.
3. Locate and then click to select one of the following registry keys, depending on your version of Word:

    o For Microsoft Office Word 2007, locate and then click
    HKEY_CURRENT_USER\Software\Microsoft\Office\12.0\Word\Options
    o For Microsoft Office Word 2003, locate and then click
    HKEY_CURRENT_USER\Software\Microsoft\Office\11.0\Word\Options.
    o For Microsoft Word 2002, locate and then click
    HKEY_CURRENT_USER\Software\Microsoft\Office\10.0\Word\Options.
    o For Word 2000, locate and then click
    HKEY_CURRENT_USER\Software\Microsoft\Office\9.0\Word\Options.
    o For Word 97, locate and then click
    HKEY_CURRENT_USER\Software\Microsoft\Office\8.0\Word\Options

4. After you select the key that is specified in step 3, point to New on the Edit menu, and then click String.
5. Type ExportPictureWithMetafile, and then press ENTER.
6. Right-click ExportPictureWithMetafile, and then click Modify.
7. In the Value data box, type 0, and then click OK.
8. On the File menu, click Exit to quit Registry Editor.

Now, when you save a Word document that contains an EMF, a PNG, a GIF, or a JPEG graphic in a different format (for

example, Word 6.0/95 (*.doc) or Rich Text Format (*.rtf)), Word does not retain two copies of the graphic and does not

dramatically increase the file size of the document as compared to the Word version of the file.

Here is the full link to the Knowledge Base article on the Microsoft site if you are interested :

http://support.microsoft.com/kb/224663

If you have any enquires please email or phone us.

Updated 15/09/11

RTF Insert Fields

Using Microsoft Office 365 with RentalPoint

Email using Office 365

See more information at this link for emailing in RentalPoint using Office 365

Printing Documents using Office 365

RentalPoint will work with Office 365 to merge RTF templates much the same as it functions with Microsoft Office Desktop with exceptions, click for known issues with latest update of Office 365 update

Office 365 Full Version

- Functions the same as Microsoft Office Desktop
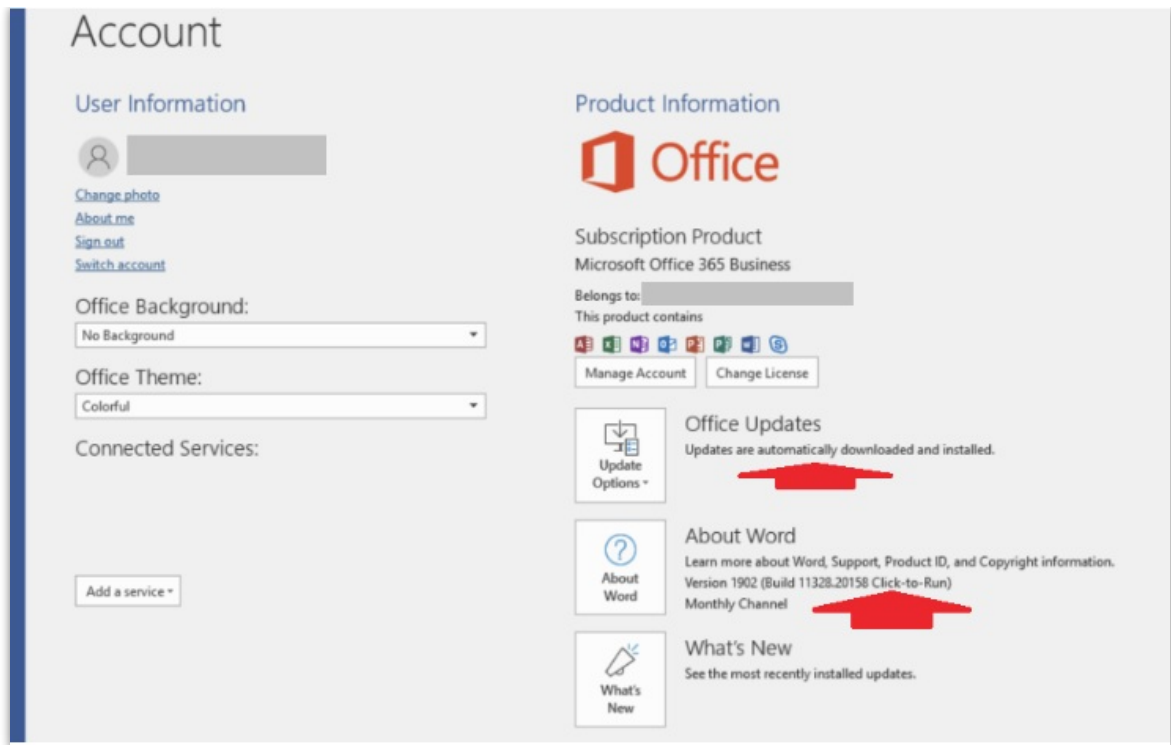
Office 365 Pro Plus

- Required if using Office 365 on our hosted RentalPoint Cloud Servers

Office 365 Click-to-Run (CTR) edition

- Does not support Print to PDF from within RentalPoint - you need the full version of Office 365 to use this feature.
    - Digging Deeper: By design, the Click-to-Run (CTR) version of Office 365 is not actually installed on your machine, instead it is downloaded each time Word is started.   *(note: I using automatic updates, Office 365 can be updated to a CTR version automatically.)* Using the CTR, you cannot use the 'Print to PDF' function in RentalPoint when merging RTF templates; since to produce any document directly to PDF, RentalPoint will first create an RTF document, then convert that to PDF via RentalPointPDF print driver.

    To Resolve:

- Install a full version of Office on your machine and tell Office 365 to stop installing the CTR version.
- Print your document to RTF, then manually save as PDF
- Consider using Fast Report templates, since this option doesn't use Microsoft Office. See more details at the link below
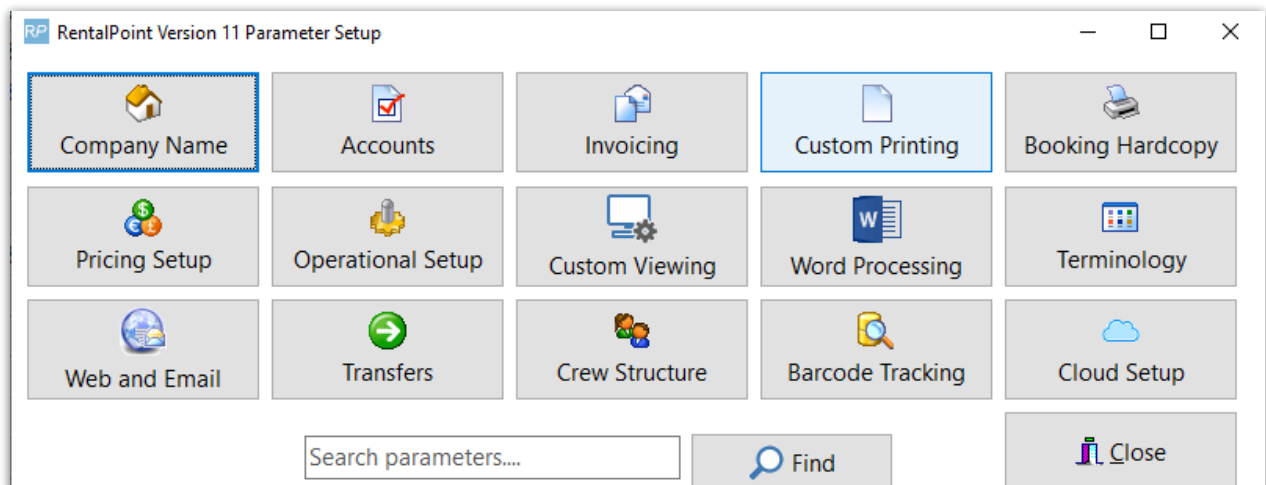   -
-

Office 365 on RentalPoint Cloud

Office 365 Pro Plus can be used in place of the installed Microsoft version on your cloud server. You'll need to send in a copy of the order receipt or invoice for your "Pro Plus" licenses (equivalent to the number of your RentalPoint licenses) in order to remove the cost of the installed Office license on your server.
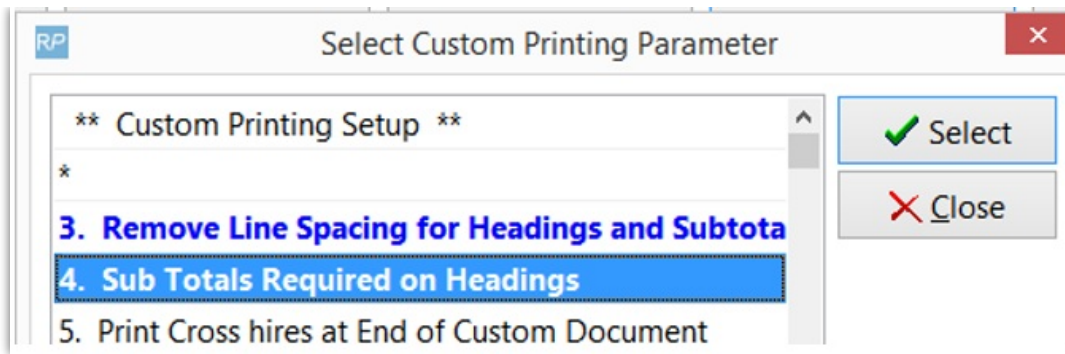
Sub Totals on Custom Documents

Custom printing parameter #4 enables heading sub totals to print on custom documents.

Access via Setup-->Parameters-->Custom Printing

The default behavior will cause the heading description to be used in the title for the sub total as well.

Applying the **&EXHDDESC&** insert field above the detail line in the template will cause every heading sub total to display 'Heading Sub total' instead of using the heading description. (available in v11.3.4.0 and higher)

Note the English term 'Heading Sub Total' can be replaced when using the alternate language functionality. More details at this link