

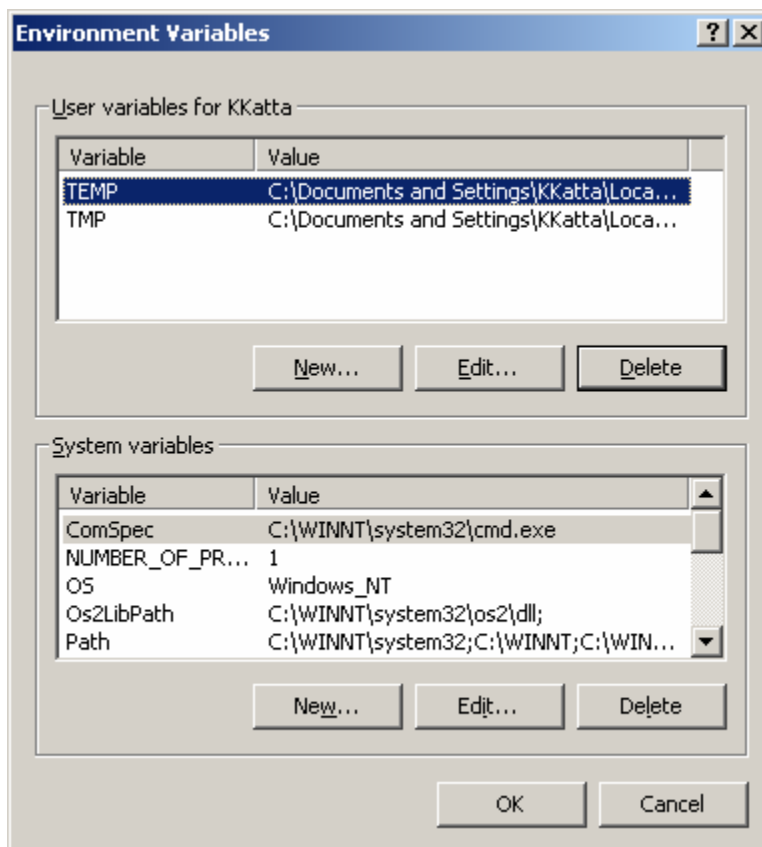


3C Letter Gen PC Setup Instructions

Step 1:

ENVIRONMENT SETUP:

Go to your Desktop
Right Click on MyComputer and Select Properties
Click on Advanced Tab
Click on Environment Variables

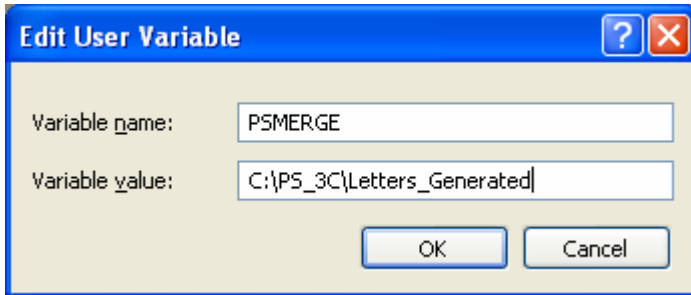


Under User variables

Click on New button



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Enter Variable Name & Value

Note:

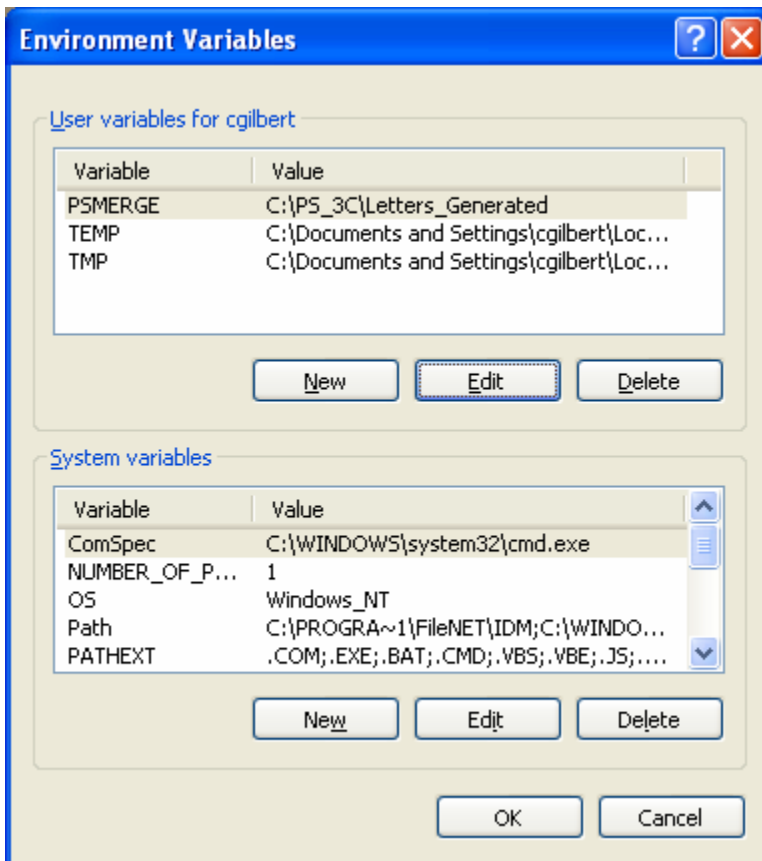
VARIABLE NAME IS RESERVED WORD: PSMERGE

VARIABLE VALUE IS THE PATH WHERE EXTRACTS ARE STORED:

** Example below:

C:\PS_3C\LETTERS_GENERATED

Click OK





Click OK to Save.

Step 2

FOLDER SETUPS:

A. For storing the Letter, Label, and Envelope Templates & MACRO:

One will need to select where they want their templates/macros stored. The ideal place would be a shared network drive for the templates to be in one location rather than on numerous office PC's. Need to create a folder in the drive path you want to store your templates.

Example: C:\PS_3C\Shared_Letters

'Shared_Letters' is the folder you create on drive/path C:\PS_3C

B. For storing the Extracts from the PeopleSoft Letter Generation Process

One will need to create a place to store the extracts on their PC.

An example is below:

C:\PS_3C\Letters_Generated

***** Special Note: When doing Letter Generation using PeopleSoft and setting up a Run-ID, you need to make sure that the two paths that you set up for the storing of your letter templates and extracts match with what you enter on the Date/Merge Parameters**

Step 3

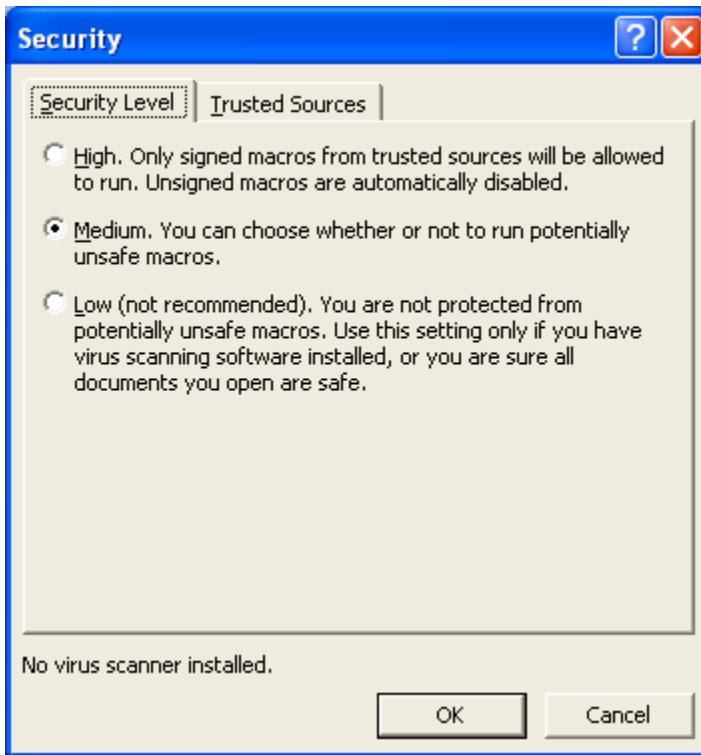
SETUP INSTRUCTIONS FOR LETTER MERGE WITH MS WORD

1. First thing one needs to do is setup a shortcut for Word on your desktop. You can do this by:
 - a) Locate the winword.exe file (usually in C:\Apps\Office...)
 - b) Drag the file to your desktop to create the shortcut or right click and choose create shortcut. This should normally automatically create the short cut on your desktop.
2. Next thing to do is set the Macro security. Listed below are screenshots instructions on how to do it.

First open the Word shortcut on your desk top, then on toolbar on top Click on tools, choose macro, then security, and then select the **medium** security option. An example of this is shown below.



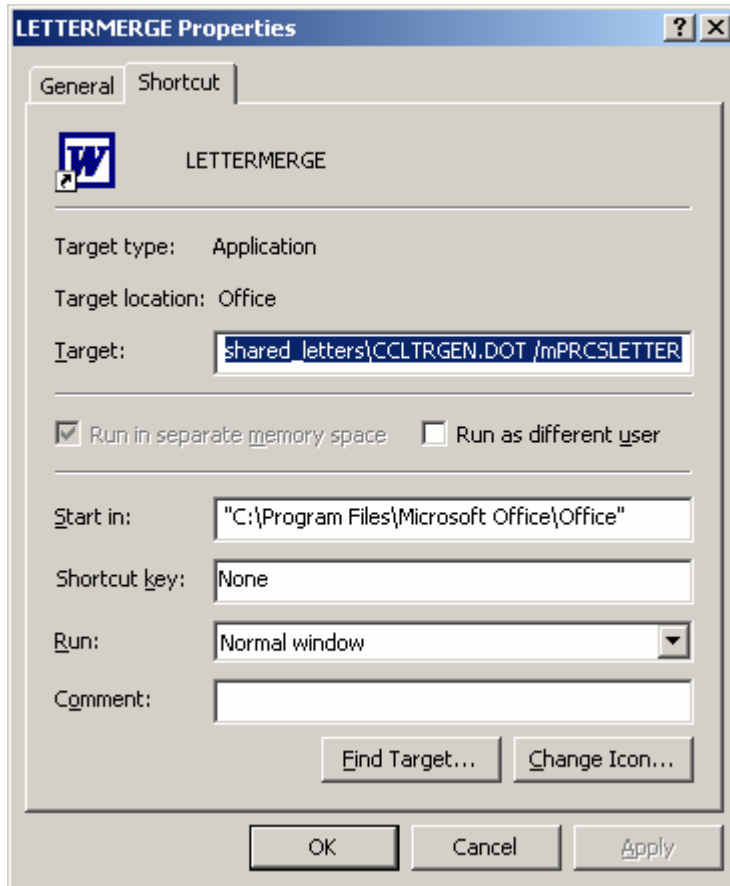
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Click OK and close the Word Document

3. Next you want to right click on the shortcut on the desktop and choose properties. Listed below is a screen shot of what you will see. Now in the 'Target' area you will have to enter in your path where your templates are stored plus some more information.



In the target box, you will have to enter in the path after the statement below:

"C:\Program Files\Microsoft Office\Office\WINWORD.EXE" ******

**with ** being C:\PS_3C\Shared_Letters\CCLTRNEW.DOT /mPRCSLETTER
the path being where you store your letter templates**

The ending path in the target box will be what is listed below:

"C:\Program Files\Microsoft Office\Office\WINWORD.EXE" C:\PS_3C\Shared_Letters\CCLTRNEW.DOT
/mPRCSLETTER



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Note that there is a space between WINWORD.EXE and \\<SERVERNAME>, and there is a space between \CCLTRNEW.DOT and /mPRCSLETTER.

Click Apply

Click OK to save the shortcut.

4. Rename the shortcut 'Letter Generator'.
5. Repeat **STEP Step 3** for 'Label and Envelope Generator' shortcut process.
Special Note: When entering the target path in Properties enter in same path as letters with the exception of last item. For letters there is /mPRCSLETTER, but for labels it needs to be /mPRCSLABEL and for envelope it needs to be /mPRCSENEVELOPE.

Additional Information

- Some installations of Microsoft Word have, as a default in the ODBC setup, a driver for .txt and .csv files. If a .txt or .csv ODBC setting exists on the client machine when launching the desktop shortcut to perform the Word merge an error will display and the merge will not complete. To enable the Word merge to properly function, go to ODBC Data Source Administrator. On the "User DSN" tab, scroll down and remove the row, **Text Files Microsoft Text Driver (*.txt, *.csv)**. You should be able to run the Word merge without an ODBC error.