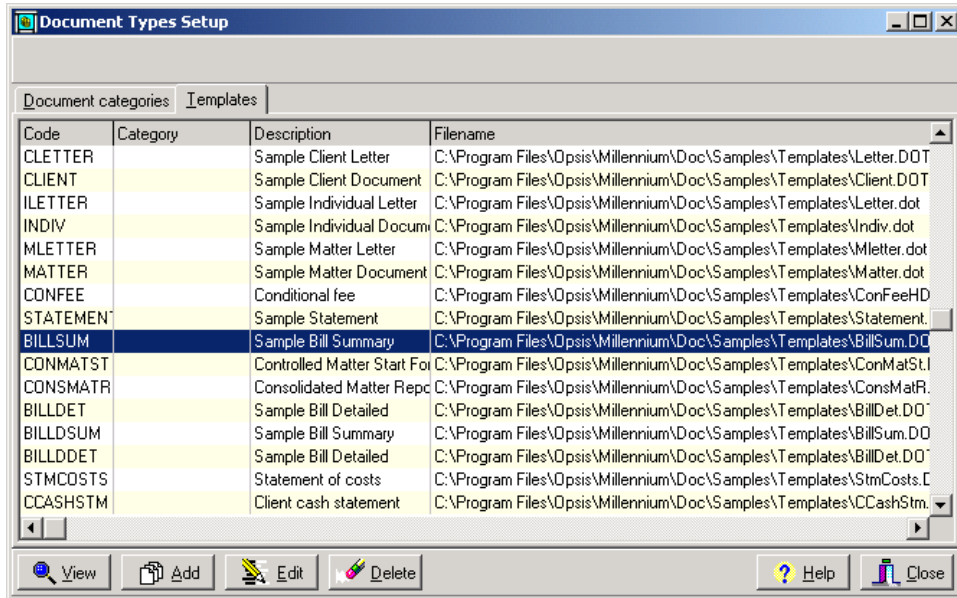
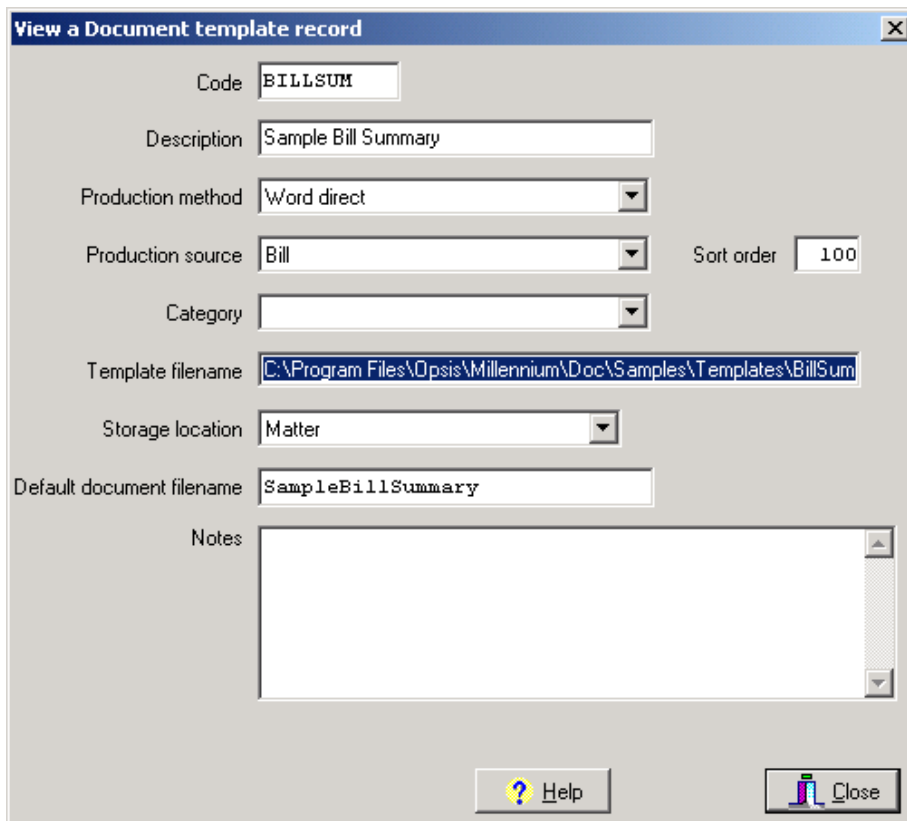


## Editing a document template

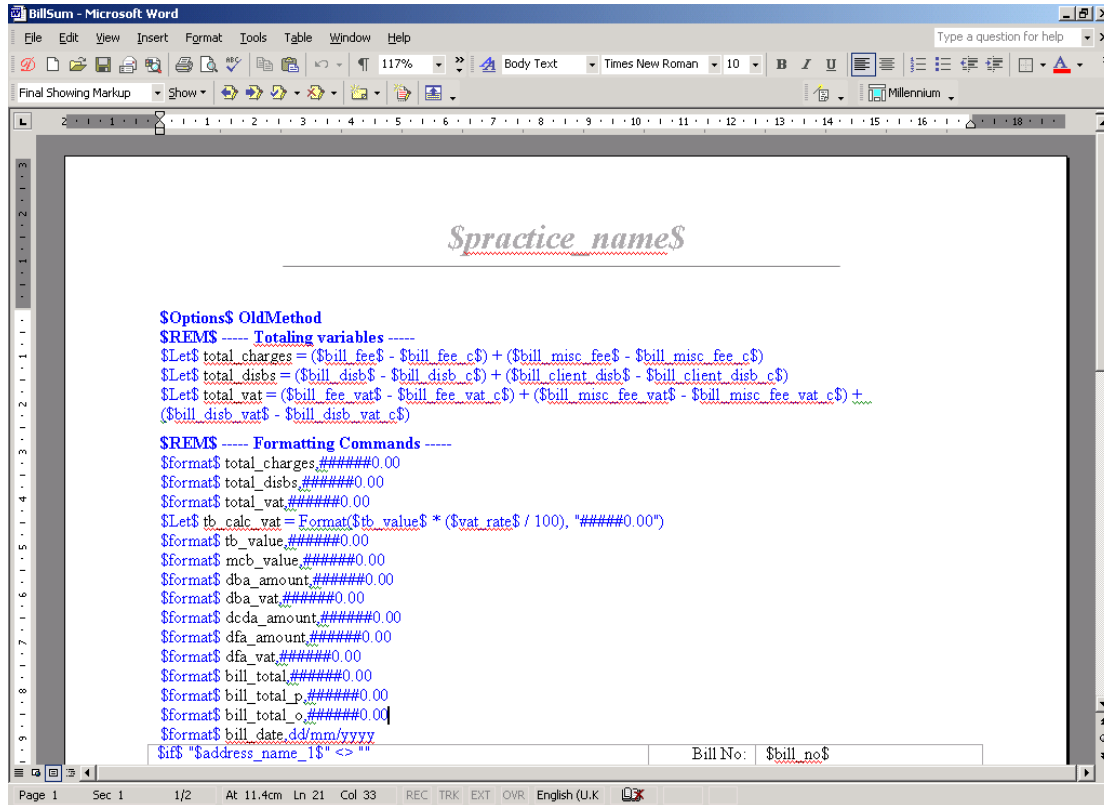
In Millennium Cashier, go to the **Setup** menu, select **Document Types** and go to the **Template** tab page. This will display a list of the Microsoft Word templates that are supplied with Millennium.



Highlight the template that you wish to edit and click on the **View** button. Make a note of the template filename because this will tell you the location of the template.



Open Microsoft Word and select File and Open. Go to the location that you noted in Millennium and open the template. You will notice that the document has blue text and '\$' before much of the text – these represent the field names that Millennium uses to import data into the Word document.



Go to File and Save as. Ensure that the Save as type is Document Template. You must also ensure that you rename the document and save it in a separate folder. The reason for this is that the next upgrade will copy over the contents of the templates folder in Program Files if you do not move it.

You can now edit your template in the normal manner. Once you have finished editing it, you should save it again.

**It would be a good idea to save this new template in a separate Document file somewhere on the network that is accessible from all machines. This ensures that any further changes you make would be global.**

In Millennium Cashiers Desktop, go to the **Setup** menu, select **Document Types** and select the **Template** tab page. Highlight the template and click on the **Edit** button. Go to the **Template Filename** and use the **Browse** button to locate your newly edited and renamed template.

Click on **OK** and you will be ready to use your new template.