## **Updating Templates and Reports**

Step 1: Locate computer file default folders by opening your 2020 CAP Worksheet. Select Tools > Preferences > Folders + Files

**NOTE:** Your file locations for *Worksheet Templates* and *Report Designs*. You will need to save these new files in these specific locations.

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Item	PZ	I	Preview	Mfg	Part Number		-	Select default folders for each of the following items: Local Projects (Worksheets, Custom Catalogs, and Drawings on this computer):	xt
1	1			ALM	AXLB16U2	Axy	General	\\all-2019fs01\users\$\eduon\Documents\CAP\Projects	5
						Inne	36	Network Projects (Worksheets, Custom Catalogs, and Drawings on a network):	
			V				Display	\\all-2019fs01\users\$\edunn\Documents\CAP\Projects	
						Skip		Export files (CAPSIF, OFDA-XML, OrderSIF, SpecSIF, CSV etc.):	'     .
						Skip	Common	\\all-2019fs01\users\$\edunn\Documents\CAP\Exports	
						Skip	3	Worksheet templates:	
						Gra	Explorer	\\all-2019fs01\users\$\edunn\Documents\CAP\Templates	
							C	Sort Settings:	
							QuickSearch	\\all-2019fs01\users\$\edunn\Documents\CAP\Sorts	
								CoverPage layouts:	
							Specification	\\all-2019fs01\users\$\edunn\Documents\CAP\CoverPages	
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							Visualization	\\all-2019fs01\users\$\edunn\Documents\CAP\UserReports	
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								Select the file location of each of the following items: QuickSearch index:	
							Folders + Files	C:\ProgramData\CAP\Content\CAPQuickSearch.idx	
							2	Search keyword index:	
							User	C:\ProgramData\CAP\Content\CAPContent.idx	
								Contacts database:	
								C:\Users\edunn\AppData\Local\CAP\CAPContacts.xml	
								Default Options file:	
								C:\Users\edunn\AppData\Local\CAP\OPTCACHE.DAT	
								OK Cancel Apply Help	

Step 2: Copy and Paste provided templates into the designated folders.

<u>Worksheet Templates</u>: If a new .template file(s) is provided it will need to be saved in the Worksheet Templates location.

<u>Report Template:</u> If a new .report file(s) and/or new .jpg & .png are provided they will need to be saved in the Report Designs location.

**NOTE**: The only time you should delete & replace logo files (PNG, JPG) is if these too have been updated. Current logos dated 01/11/2023.

Step 3: Delete the existing old templates.

Step 4: You may need to close out and reopen you 2020 CAP Worksheet program in order to apply these changes.

See below for helpful snips.

This PC > Documents > CAP > Templates	~ C	,○ Search Ter	nplates
Name	Date modified	Туре	Size
TSG Worksheet 2023.template	1/11/2023 1:57 PM	TEMPLATE File	65 KB

This PC >	Documents → CAP → UserReports ~ C	Search UserRep	ports
	Name	Date modified	Туре
	Allermuir _ Senator_Lock-up.png	1/11/2023 1:56 PM	PNG File
	Allermuir_Logo.png	1/11/2023 1:56 PM	PNG File
	Senator_Logo.png	1/11/2023 1:56 PM	PNG File
	Senator_Part_of_The_Senator_Group.png	1/11/2023 1:56 PM	PNG File
	The_Senator_Group_Logo.png	1/11/2023 1:56 PM	PNG File
	Senator Quote with Subtotals Portrait 2023_V1.report	1/11/2023 1:56 PM	REPORT File
	Allermuir Quote with Subtotals Landscape with images 2023_V1.report	1/11/2023 1:56 PM	REPORT File
	Allermuir Quote with Subtotals Portrait 2023_V1.report	1/11/2023 1:56 PM	REPORT File
	Allermuir Senator Quote with Subtotals Landscape with images 2023_V1	1/11/2023 1:56 PM	REPORT File
	Allermuir Senator Quote with Subtotals Portrait 2023_V1.report	1/11/2023 1:56 PM	REPORT File
0.0.1.57) (M:)	Allermuir_Part_of_The_Senator_Group.png	1/11/2023 1:56 PM	PNG File
	Senator Quote with Subtotals Landscape with images 2023_V1.report	1/11/2023 1:56 PM	REPORT File
	Part of TSG.JPG	11/16/2021 1:38 PM	JPG File

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from best understanding of the details supplied and is subject to final specification. Unless otherwise stated, the prices above, and are estimated surveys, approval drawings/renderings. Any amendments or alterations by any third party will render this quotation null and void. Senator International, DBA: Allermuir Inc. will not accept any responsibility for errors resulting from third party amendments.