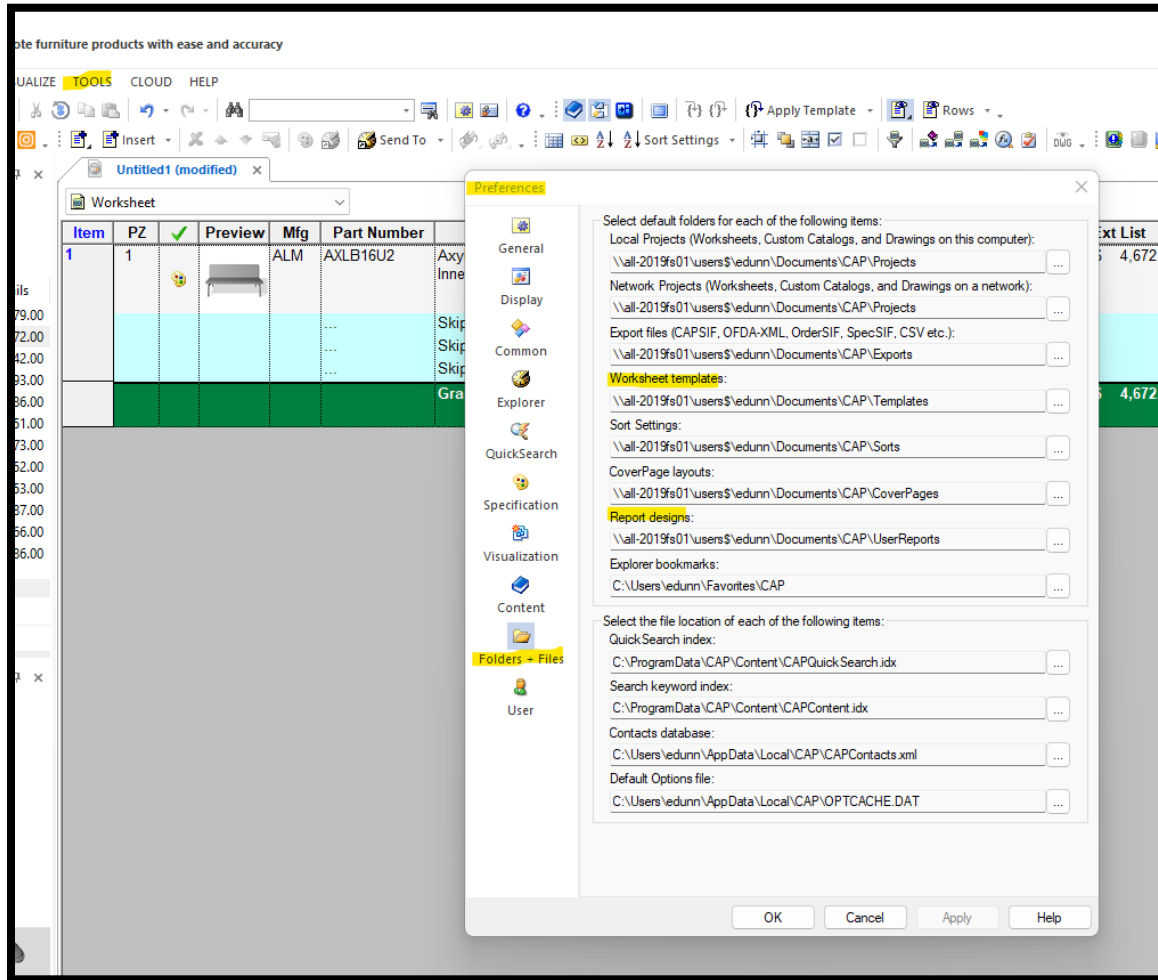


Updating Templates and Reports

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.



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

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

Report Template: 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.

