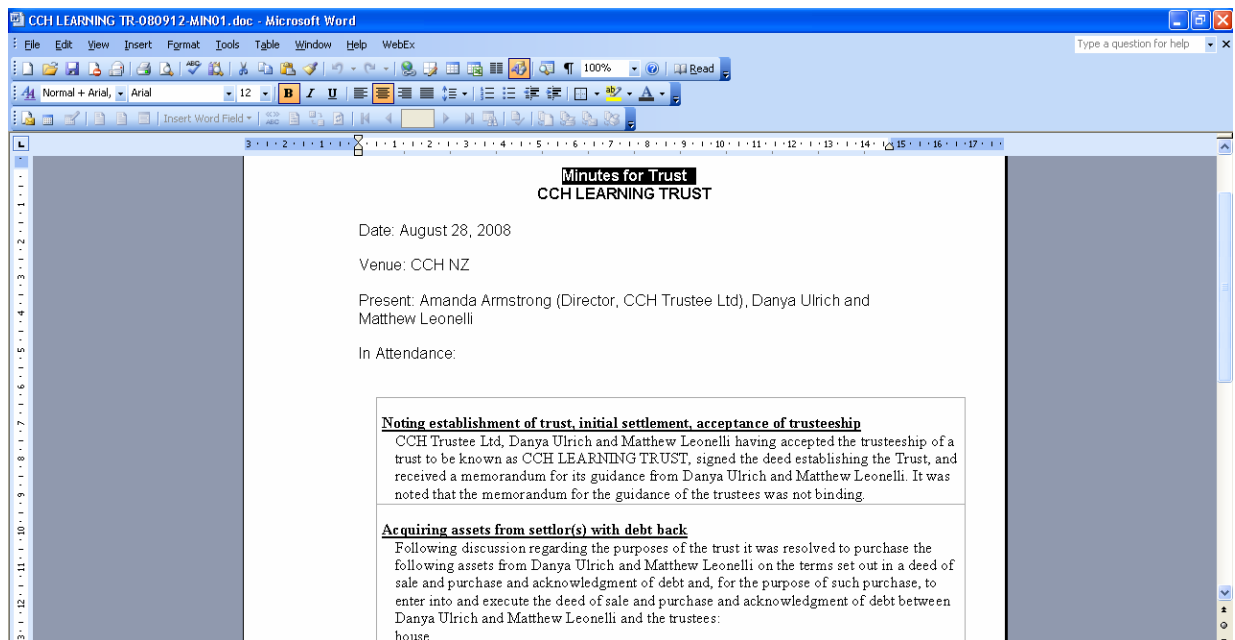


STYLE FILE - MINUTES DOC.

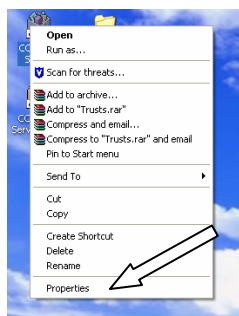
Problem: If you customise the Font in the Minutes Document it will revert back to Times New Roman for the actual Minutes when the document is produced.

The Default for the whole document is Times New Roman.

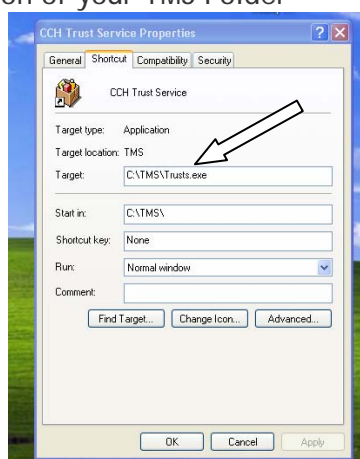


Solution: You need to change your Font in the Style File

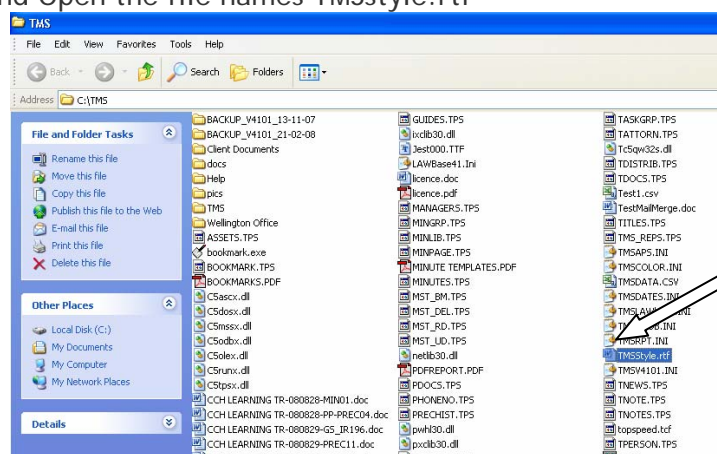
1. First locate your TMS Folder if you do not already know where this is.
 - a. Right mouse click on the TMS shortcut on your desk top.
 - b. Select Properties



- c. Note the location of your TMS Folder



2. Go to TMS and Open the file names TMSstyle.rtf



3. In the Style File there are a number of Style settings. You only need to change the one related to the Minute Document as below

@STIL06 Minutes

@MINSUBJECT
@MINNOTE

Highlight this section in you Style File and change it to your required Font type, size and colour. Save & Close

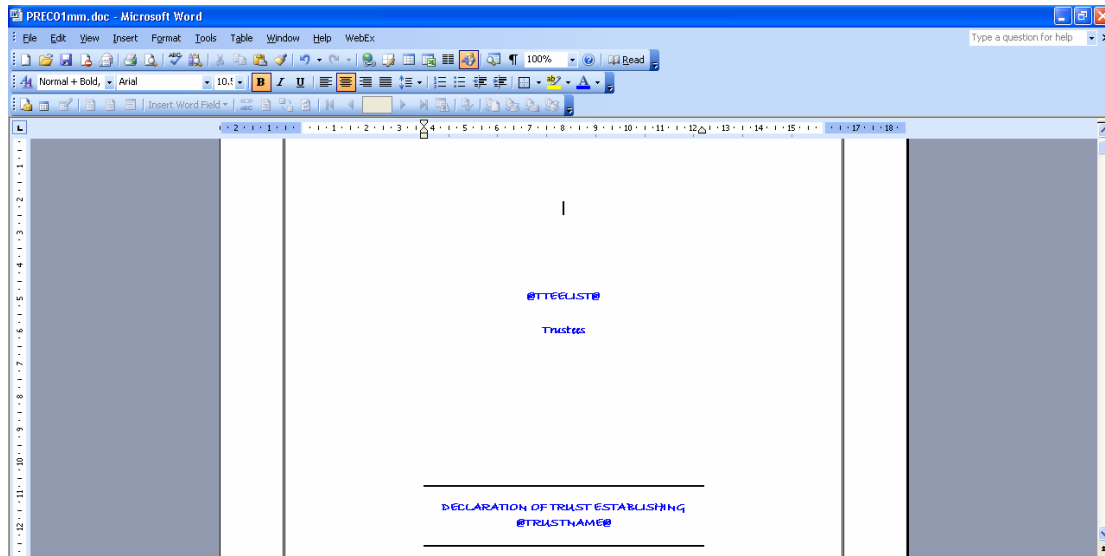
4. Test the change by creating a Minute document from the Minute Wizard.

Note: If you have not changed the font for the rest of the document in the Minute Template, the text outside of the Minute's themselves will still show in Times New Roman.

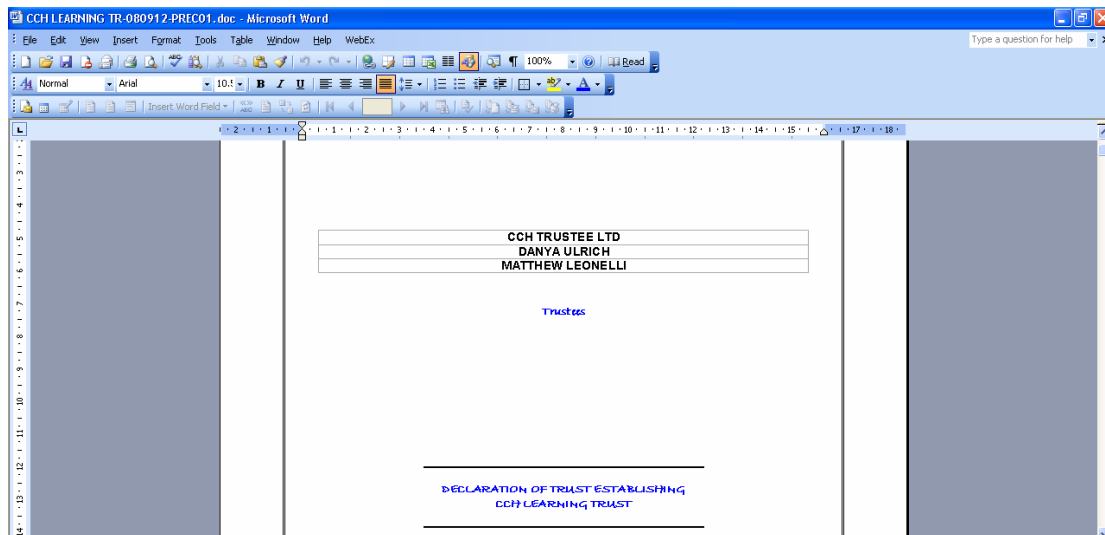
STYLE FILE - FRONT PAGE

Problem: If you customise the Font in any Precedent the Names on the Front page will always revert back to Arial

Example below, template has been changed to new font and colour



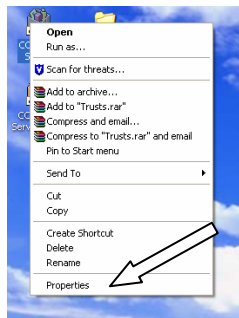
When the document is produced the names revert back to Arial



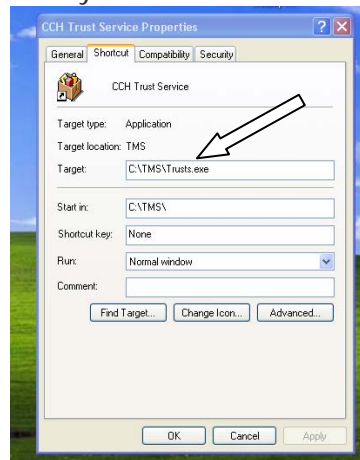
Solution: You need to change your Font in the Style File

2. First locate your TMS Folder if you do not already know where this is

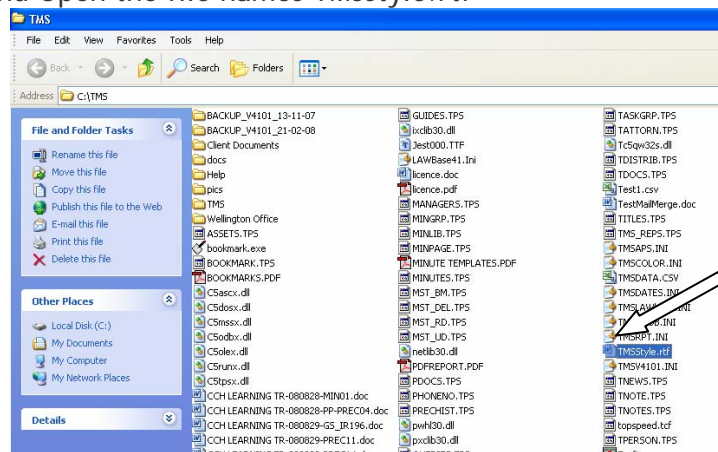
- a. Right mouse click on the TMS shortcut on your desk top.
- b. Select Properties



- c. Note the location of your TMS Folder



5. Go to TMS and Open the file names TMSstyle.rtf



6. In the Style File there are a number of Style settings. You only need to change the one related to the names on the front cover as below (it is at the top of the page when you open the Style File)

@STIL01 Name List Centered

@FULLNAME

Highlight this section in you Style File and change it to your required Font type, size and colour. Save & Close

7. Test the change by creating a Document from the Precedent Wizard.