

Setup Requirements

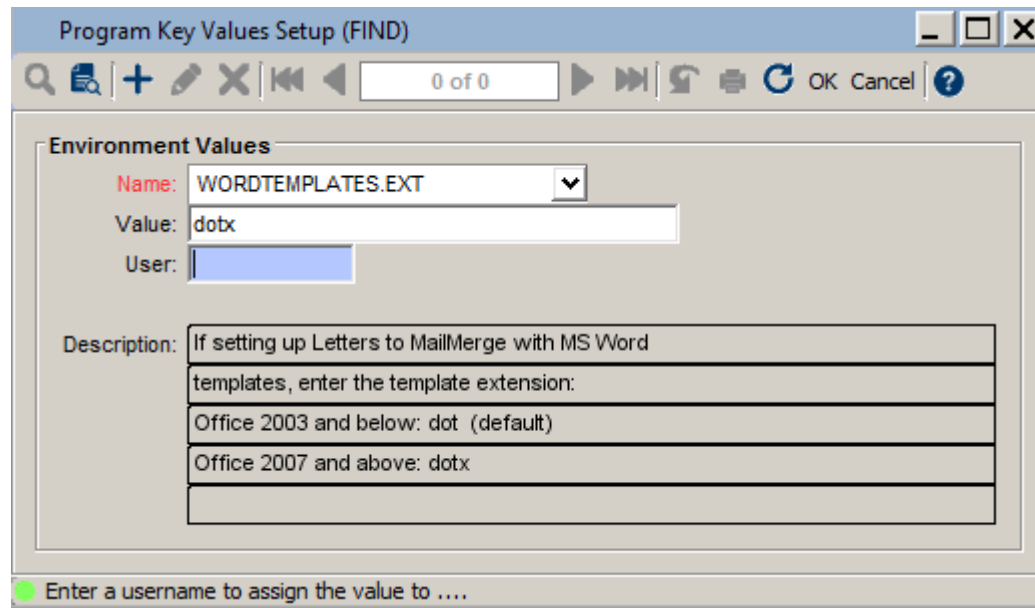
Program Key Values

Setups > Setups > Standard > Program Key Values > Program Key Values Setup

WORDTEMPLATES.EXT

Value = **dotx**

This setting allows letters to Mail Merge with MS Word templates.

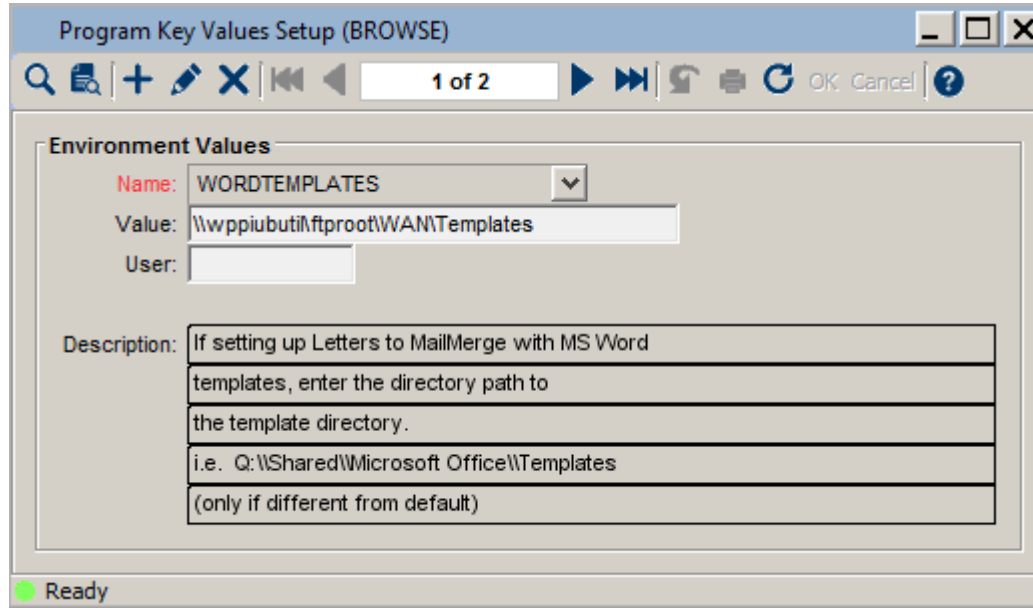


WORDTEMPLATES

Value =
\\wppiubuti\ftproot\Your
Member Name\Templates

This creates the directory path to
the template directory.

*Note: This folder, created by WPPI
staff, is unique for each member.*



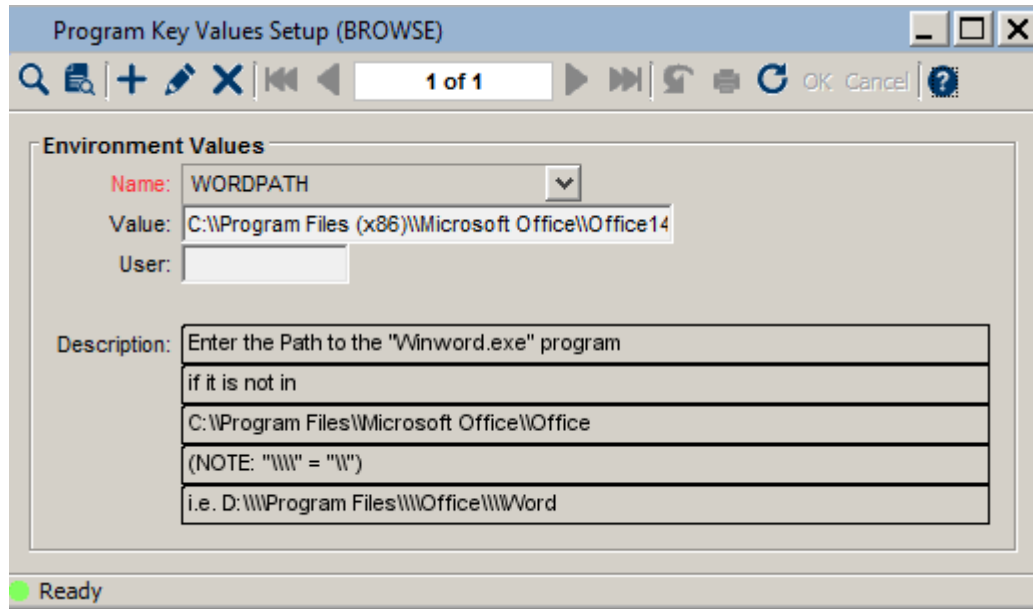
WORDPATH

Value =

C:\\Program Files
(x86)\\Microsoft
Office\\Office14\\WINWORD.EXE

The key value specifies the fully qualified path to the directory where the winword.exe program is located.

The value should strictly refer to a Word install on the local computer where the merge is to occur.



Note: Delete the Program Key Value listed below if it is present.

NOMAILMERGE

FTP Access

Open the **FileZilla** application.

If logging into the application for the first time, enter the information as outlined below.

Host = nsftp.wppienergy.org

Username = enter your username

Password = enter your password

Port = enter '21'

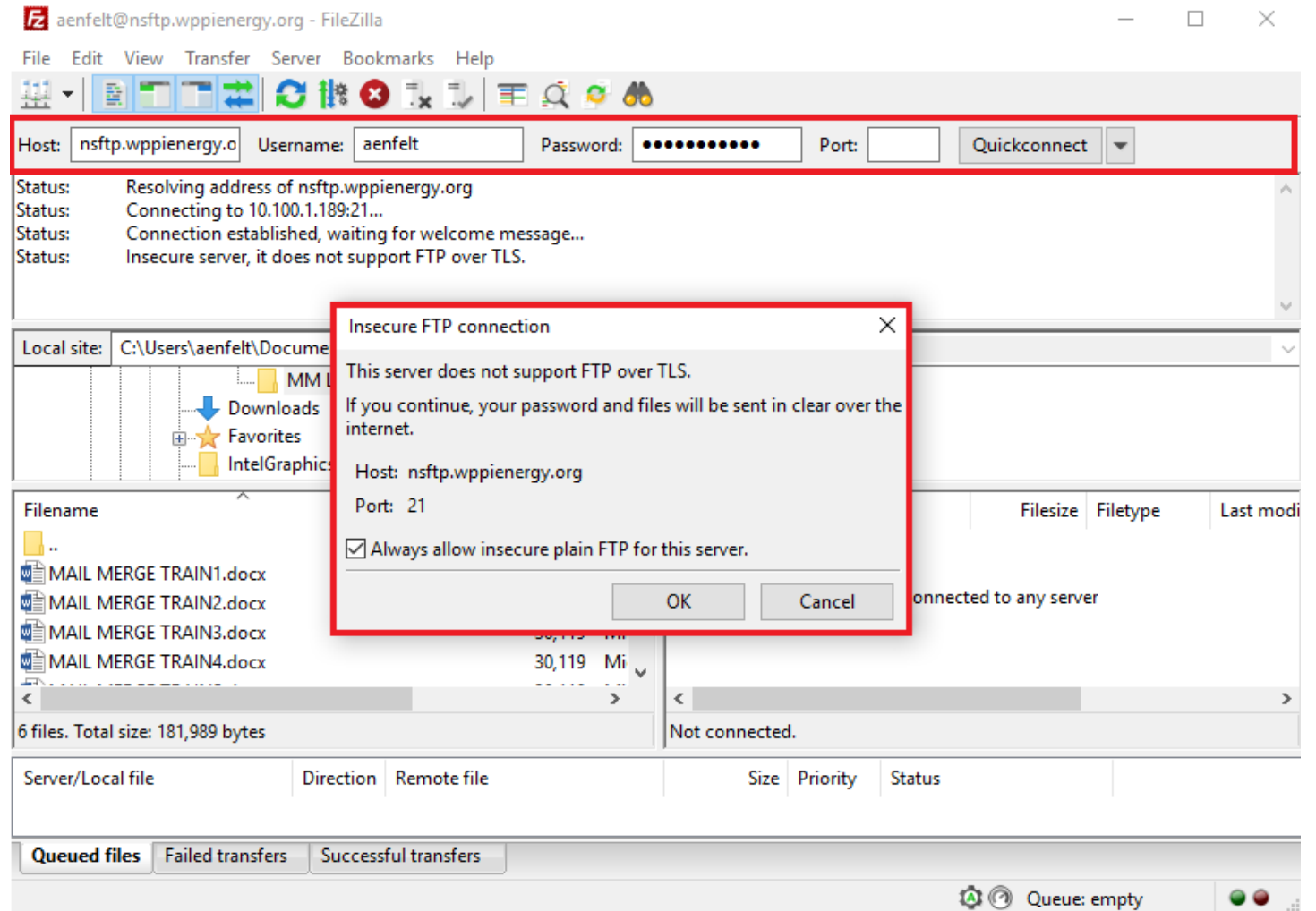
Click **Quickconnect**.

A Pop-up window appears about an **Insecure FTP connection**.

Add a **checkmark** next to the message, 'Always allow insecure plain FTP for this server.'

Click **OK**.

All MS Word letter templates are stored on the FTP in the Utility's folder. NorthStar looks to the FTP Templates folder when creating any mail merge letters.



After the initial login session, the Host information saves to the FileZilla history.

Use the **dropdown menu** to the right of the **Quickconnect** button.

Select the **saved user access**.

A Pop-up window appears prompting for a password.

Enter your **Password**.

Click **OK**.

The **Insecure FTP connection** Pop-up window appears.

Add a **checkmark** next to the 'Always allow insecure plain FTP for this server' message.

Click **OK**.

