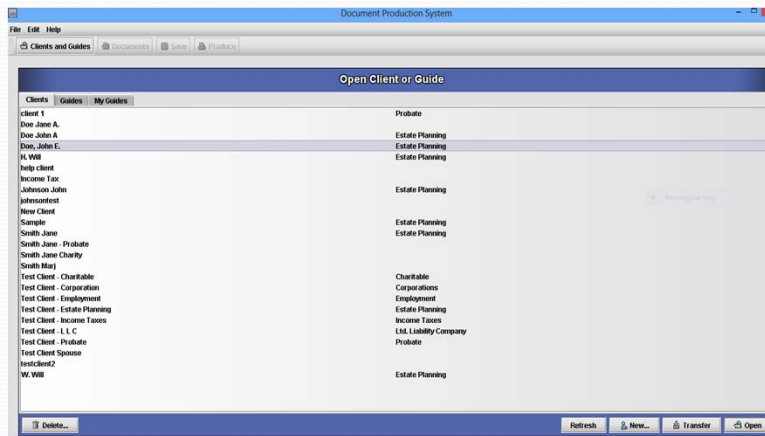


How To Make Changes To DPS Using Edit Provisions

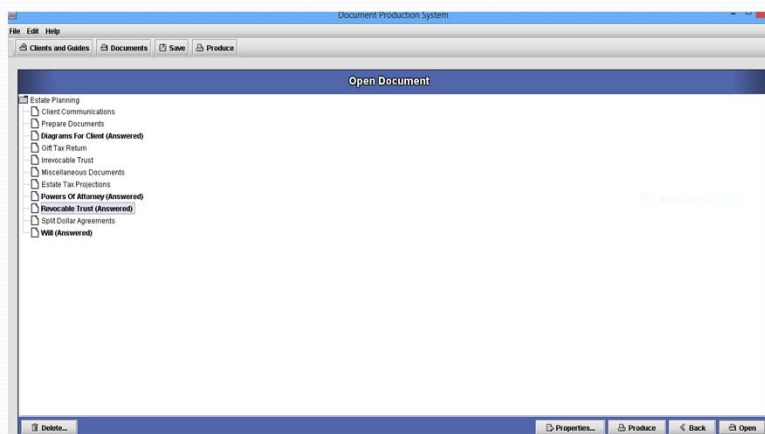
Purpose Of This Tutorial

- This tutorial will show you how to change the language of all future documents produced by DPS.
- The edited provision will be changed in all documents produced by the Preparer making the edits.
- Other Preparers will see the original DPS language.
- If you want to change the language only for this client, do not use Edit Provisions but produce the document as a word processing file and make the changes in your word processor.

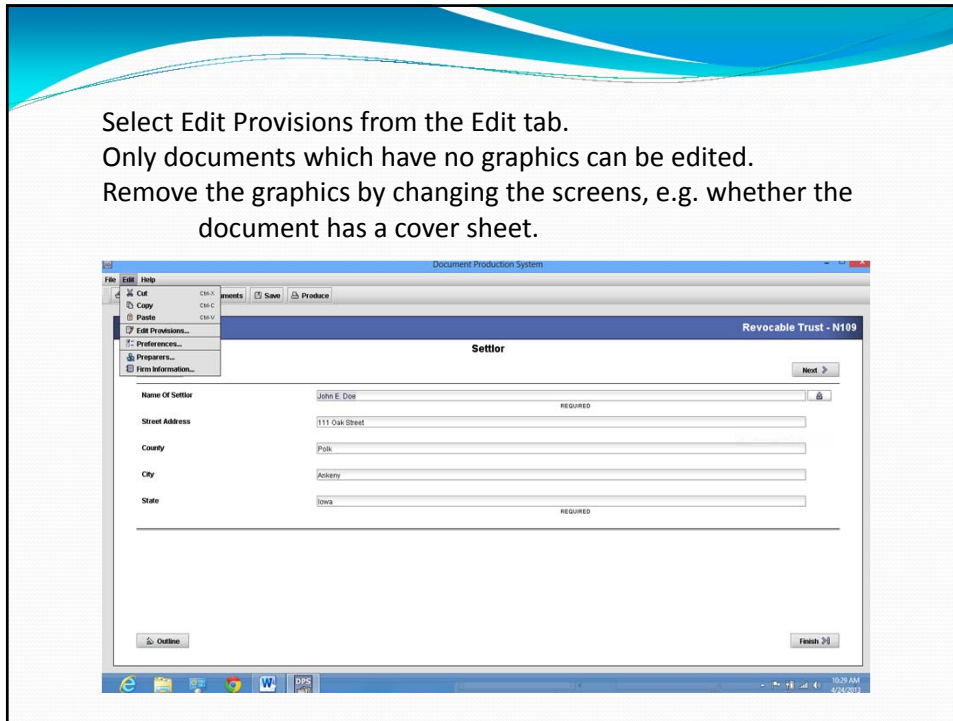
Log in to DPS 8.0
Select a Client which contains the document you want to edit



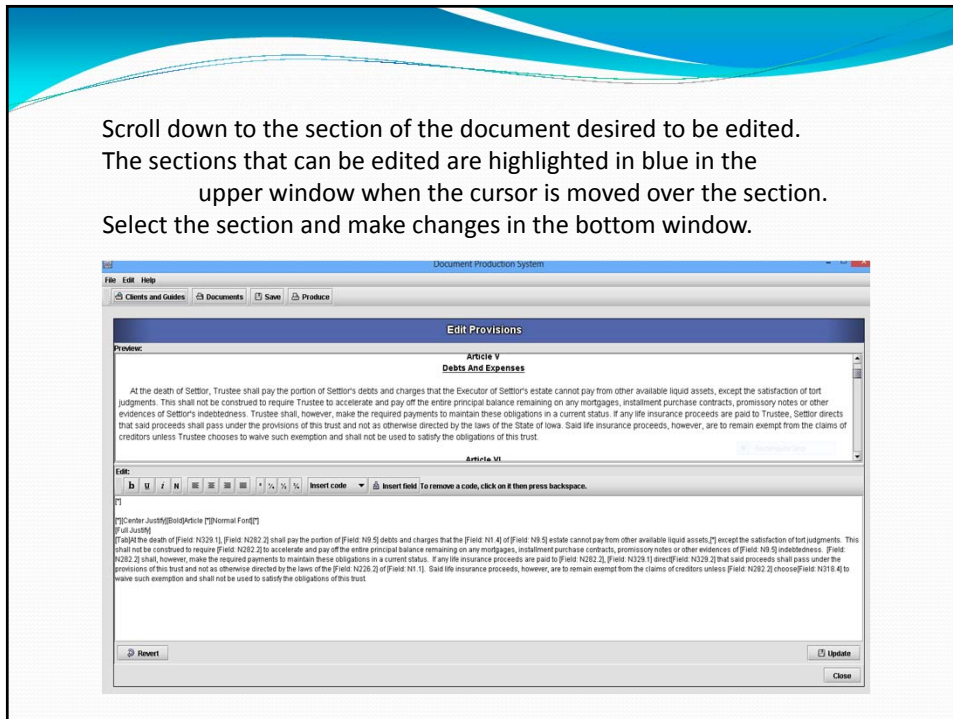
Select the Document which contains the document you want to edit and Open it



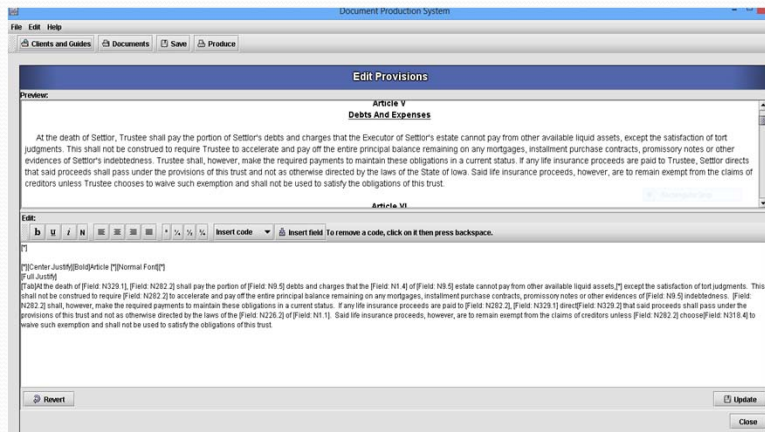
Select Edit Provisions from the Edit tab.
 Only documents which have no graphics can be edited.
 Remove the graphics by changing the screens, e.g. whether the document has a cover sheet.



Scroll down to the section of the document desired to be edited.
 The sections that can be edited are highlighted in blue in the upper window when the cursor is moved over the section.
 Select the section and make changes in the bottom window.



To remove a code, click on it and press backspace.
Insert Code or insert Field options are also available.
When done select Update to save your changes then Close.
Revert back to standard language of DPS by selecting Revert.



**For additional assistance call or email
Xan Taylor
Advanced Logic Systems
1-800-454-7703
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