RTF Insert Field Module

Last Modified on 02/04/2025 2:32 pm EDT

Include the RentalPointInsertFieldsModule.dll file in your Word Startup folder in order to access all insert fields available from RentalPoint while setting up your template. Contact support@rentp.com to request your copy of the file. Click here for a list of <insert fields available>.

Once installed you'll see the RentalPoint insert fields under your Word 'add-ins' tab.



To Install the RentalPointInsertFieldsModule.dll file

Find the location of your Word Startup Folder

- 1. Open Word, then press Alt+F11 to open the macro editor, VBE.
- 2. In the VBE window, press Ctrl+G to go to the Immediate window.
- 3. In the Immediate window, type: ?Application.StartupPath
- 4. Press Enter.

The path to the **STARTUP folder** is now shown below the line you typed as illustrated in Figure 1 below. You can copy the path and paste it into the address field in **Windows Explorer** and press **Enter** to go directly to the **STARTUP folder**.



Copy c:\RentalPointv11\sys\RentalPointInsertFieldModule.wll to the startup folder

Close Word and reopen, if the Add-Ins tab doesn't show up or if the RentalPoint Add-Ins are not there, follow the steps below.

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			leave a comment	
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			edit header	
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Type 'Templates and Add-Ins' into the search bar

Click ADD to find and add the RentalPoint Add-Ins



You should now see the RentalPoint Add-Ins tab

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