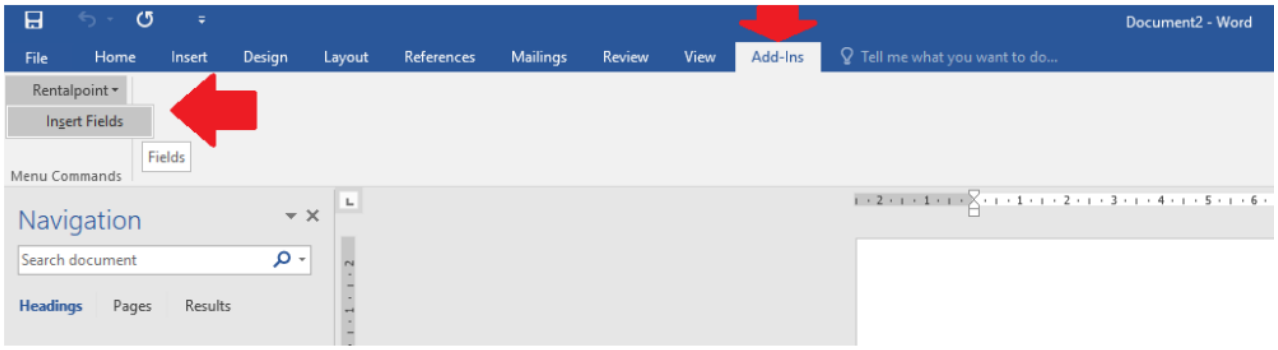
RTF Insert Field Module

Last Modified on 31/08/2026 1:04 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.

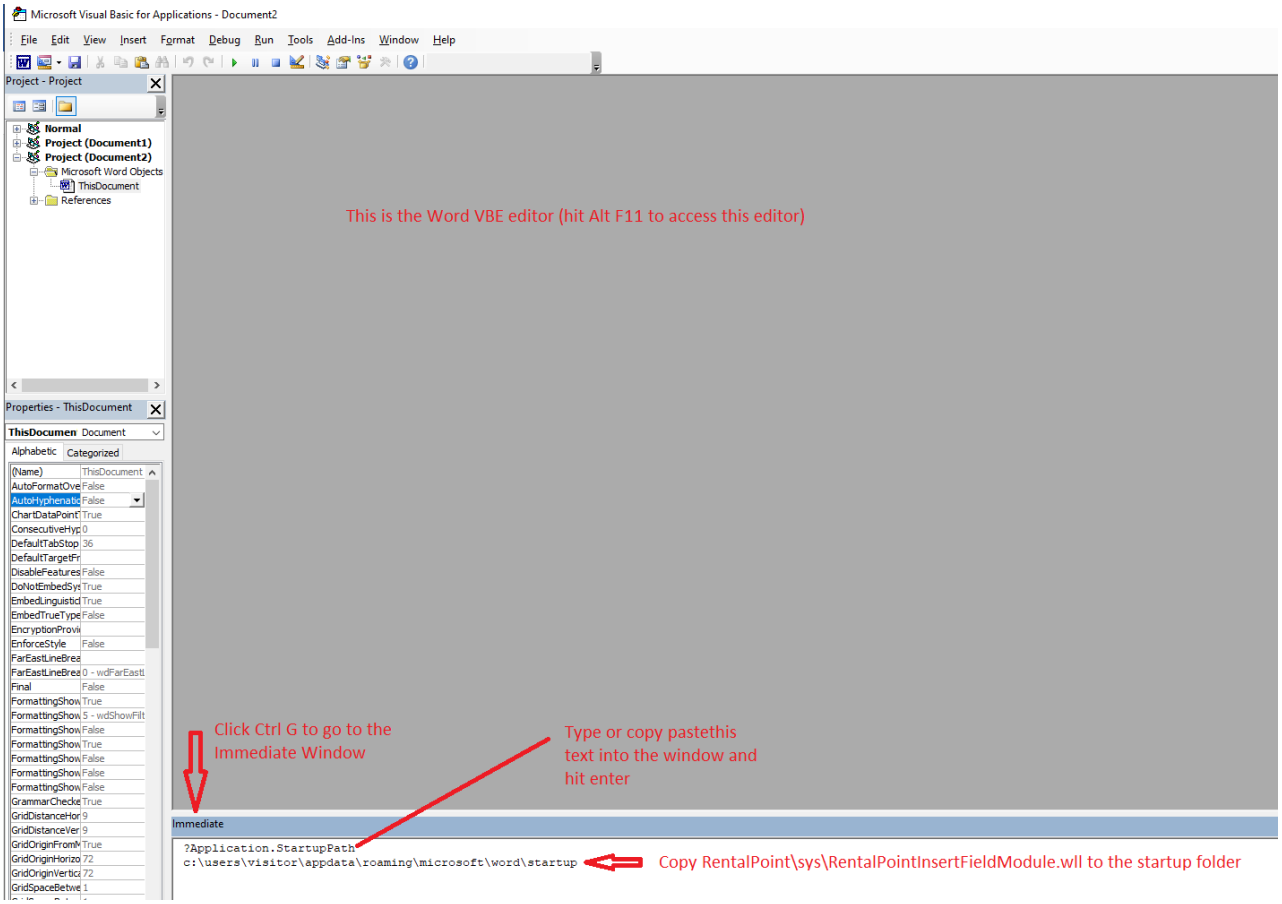


To Install the RentalPointInsertFieldsModule.dll file

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**.

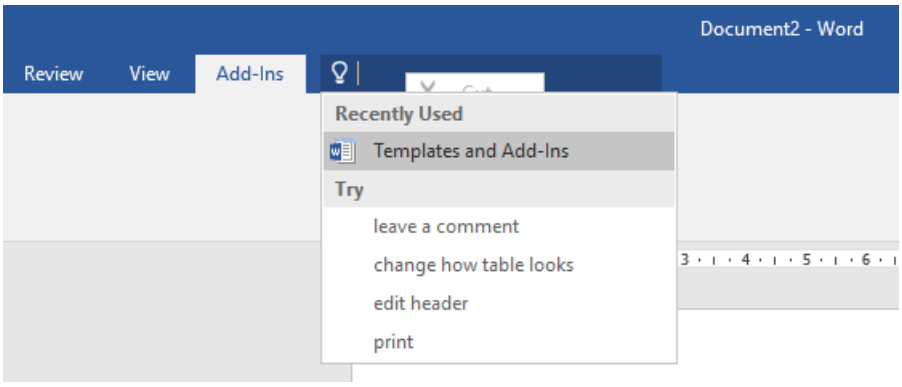
The path to the **STARTUP folder** is now shown below the line you typed as illustrated in Figure 1 below. You can copy the path and paste it into the address field in **Windows Explorer** and press **Enter** to go directly to the **STARTUP folder**.



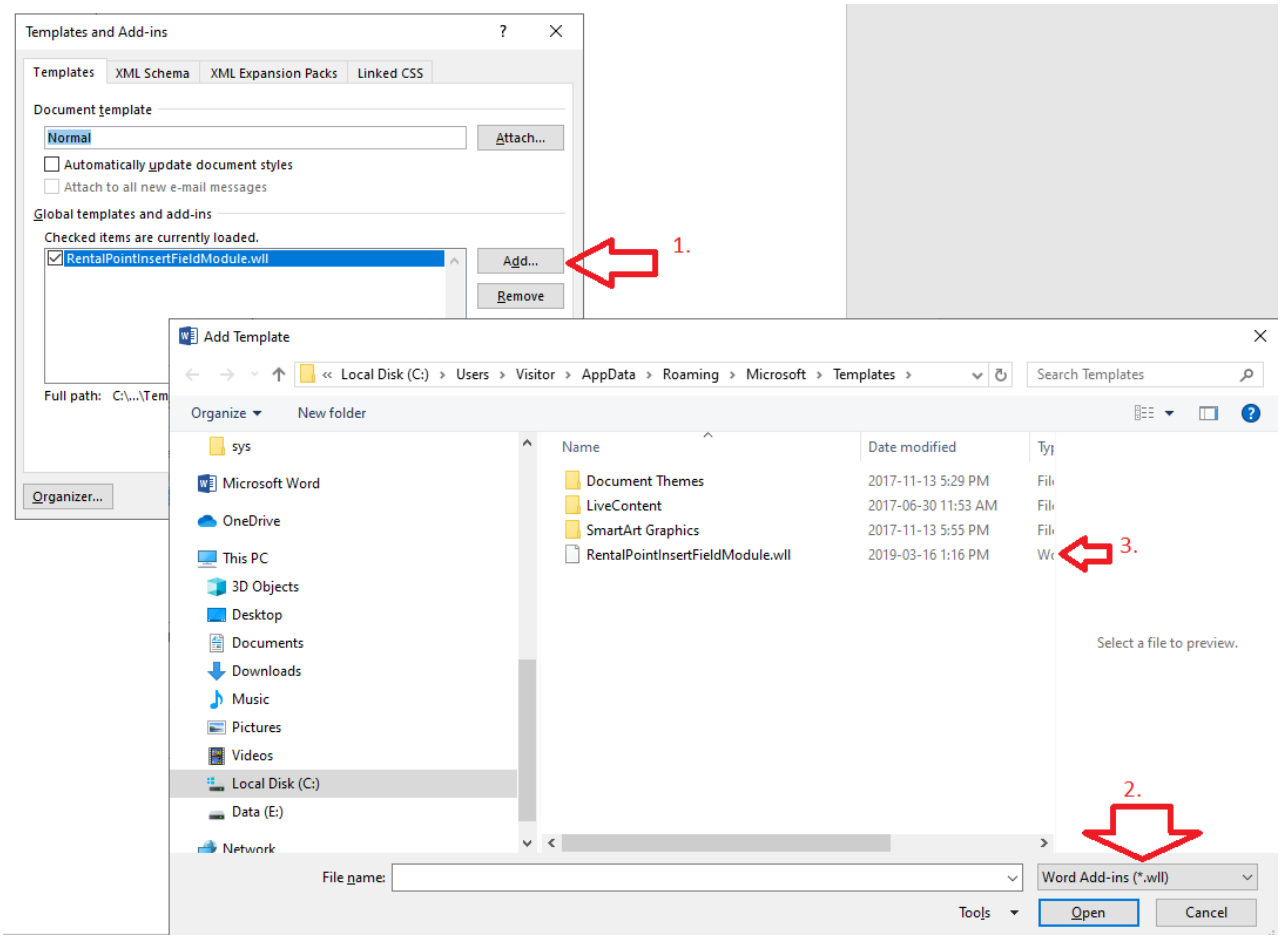
Copy c:\RentalPointv11\sys\RentalPointInsertFieldModule.wll to the startup folder

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.

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

