

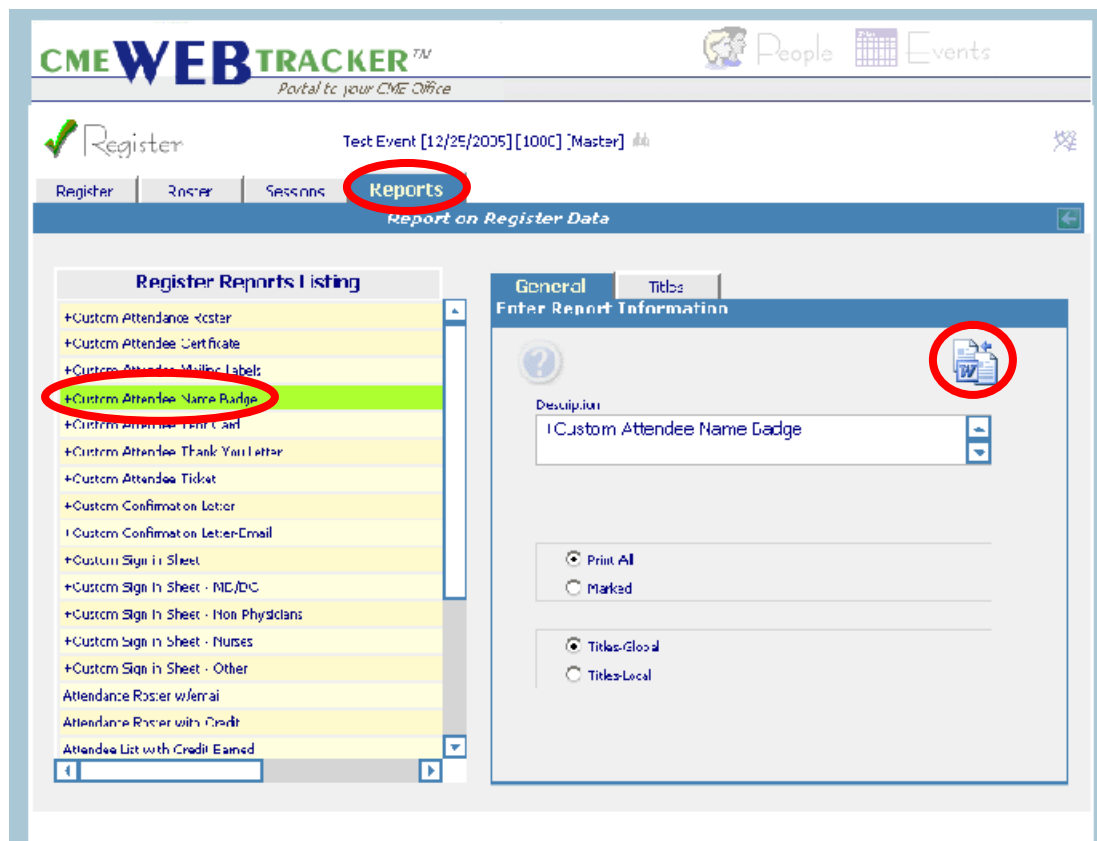
# Tutorial

**Objective:** Saving a Word Template Document Using FTP (File Transfer Protocol)

**Note:** For this example we will be using the +Custom Attendee Name Badge in the Register/Reports tab. When updating your Default Word Template, you may use any Word +Custom report. (Your FTP account must be set up before using this function. See WEB Tracker Tutorial: Setting up your FTP to upload Word Template Documents.)

**Step 1:** Open your WEB Tracker.

- a. Click the **Register icon**.
- b. Click the **Reports tab**.
- c. Click to highlight the **+Custom Attendee Name Badge**.
- d. Click the **Word Process icon**. (Fig. A)

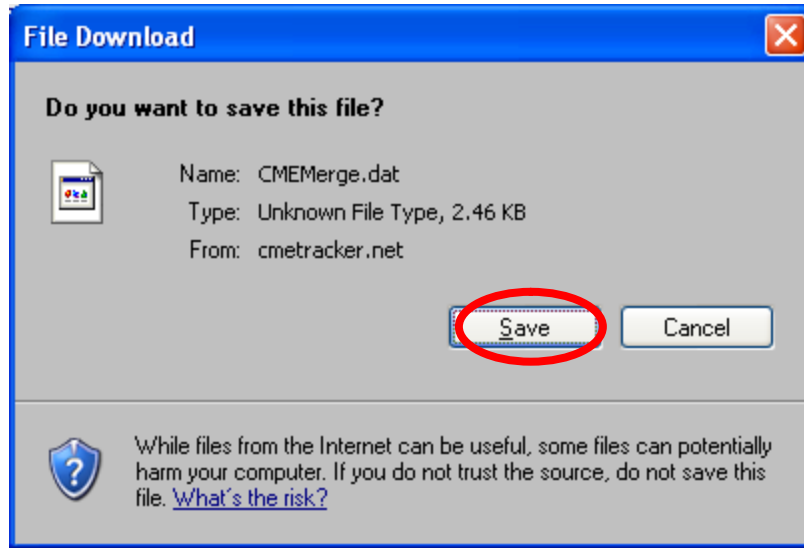


**Fig. A**

# Tutorial

**Step 2:** The **File Download** popup appears.

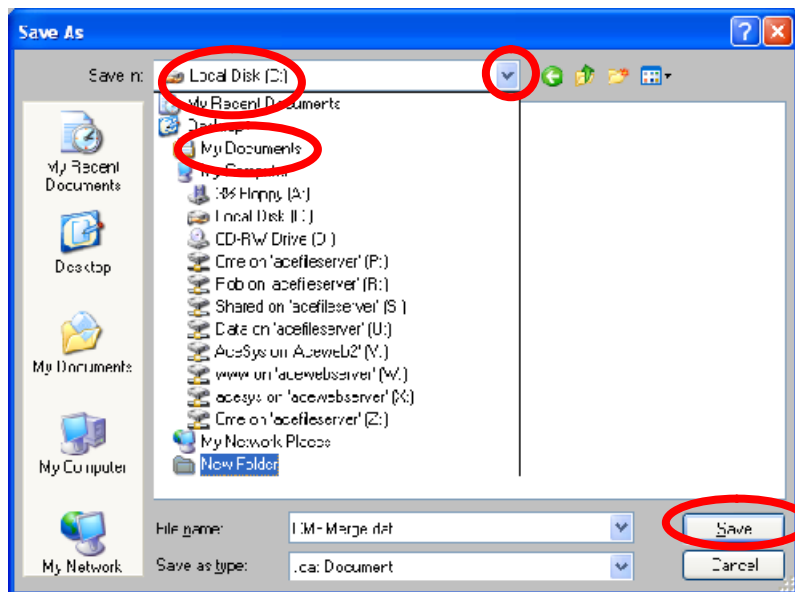
- a. Click **Save**. (Fig. B)



**Fig. B**

**Step 3:** The **Save As** popup appears.

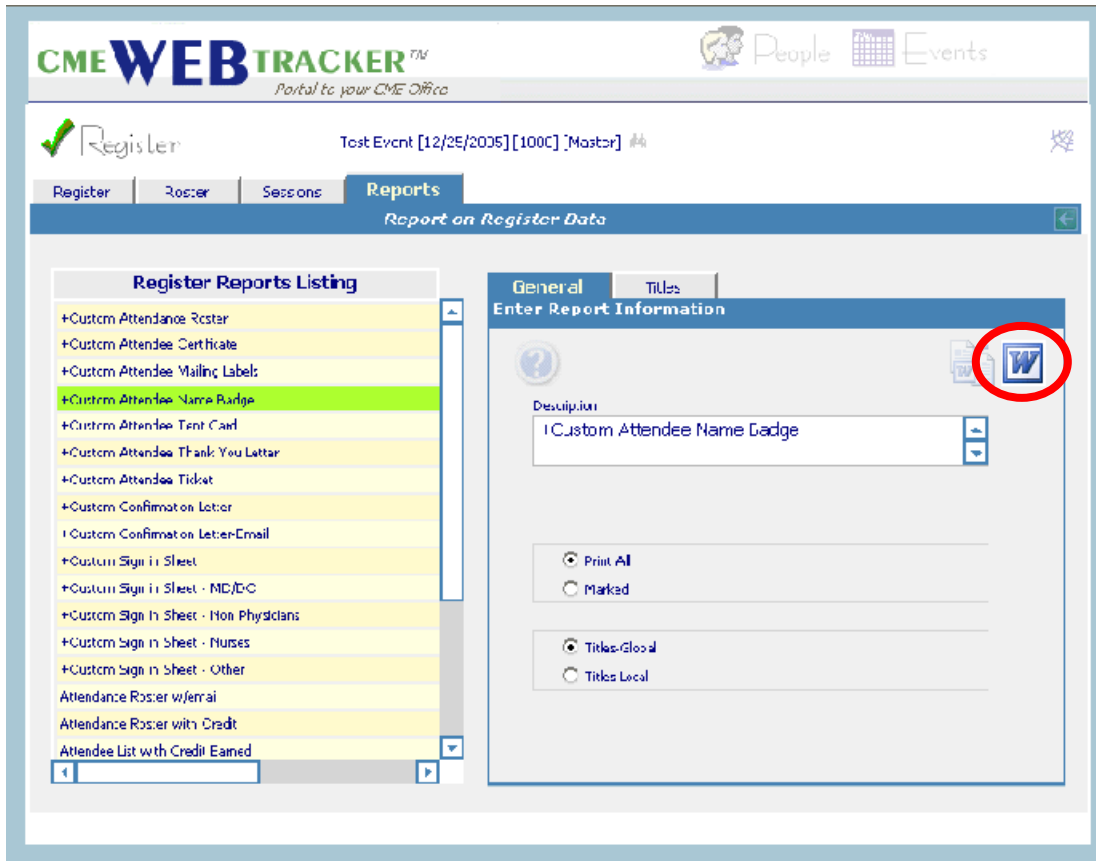
- a. Click to access the **dropdown list**.
- b. Click **Local Disk (C:)**.
- c. Click **My Documents**.
- d. Click **Save**. (Fig. C)



**Fig. C**

# Tutorial

**Step 4:** Click the **WORD Merge Document Launch** icon. (Fig. D)

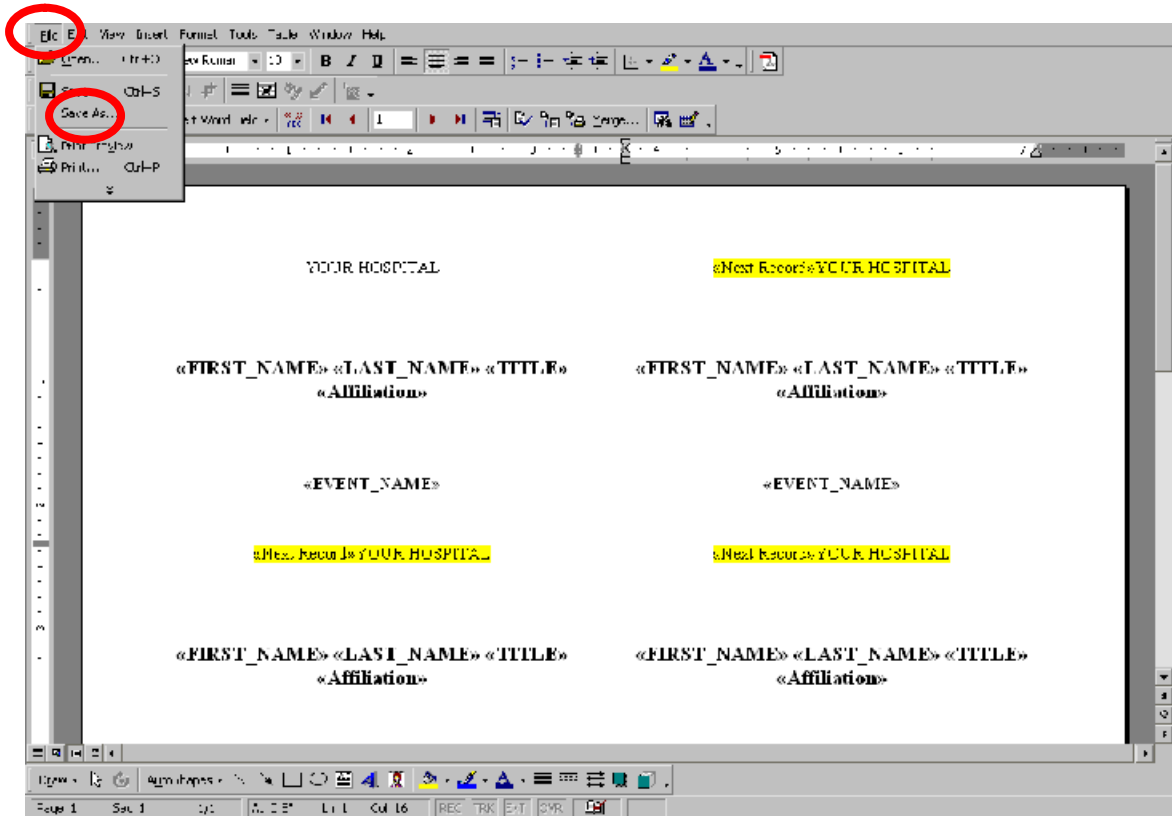


**Fig. D**

# Tutorial

**Step 5:** The Word +Custom Attendee Label Merge Document now appears

- a. Click **File**.
- b. Click **Save As.** (Fig. E)

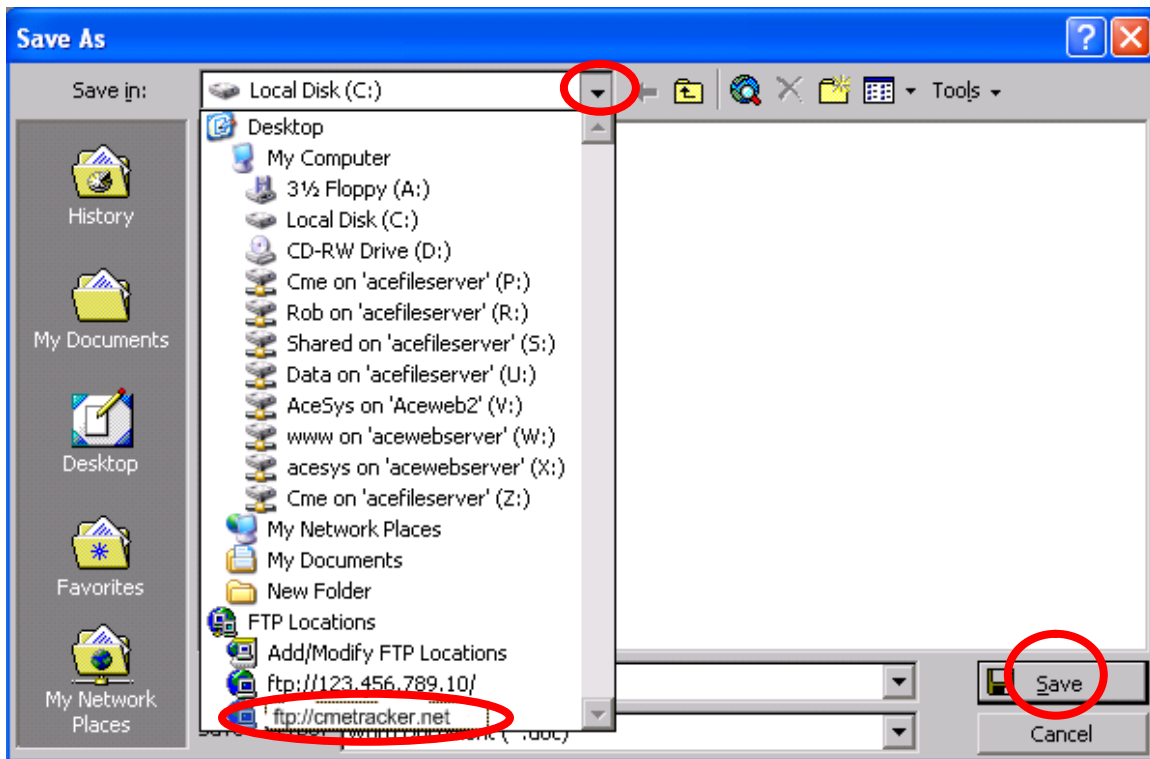


**Fig. E**

# Tutorial

**Step 6:** The **Save As** popup appears.

- a. Click to access the **Dropdown list**.
- b. Double click the **FTP location** where you choose to save your Template. **ftp://cmetracker.net**
- c. Click **Save**. (Fig.F)

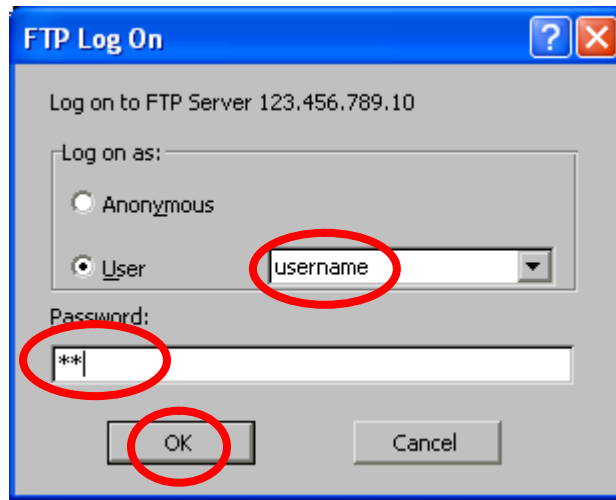


**Fig. F**

## Tutorial

**Step 7:** The **FTP Log On** popup appears.

- a. Enter your **User Name and Password**.
- b. Click **OK**.
- c. Your Template will now be saved to this **FTP location**. ([Fig. G](#))



**Fig. G**