

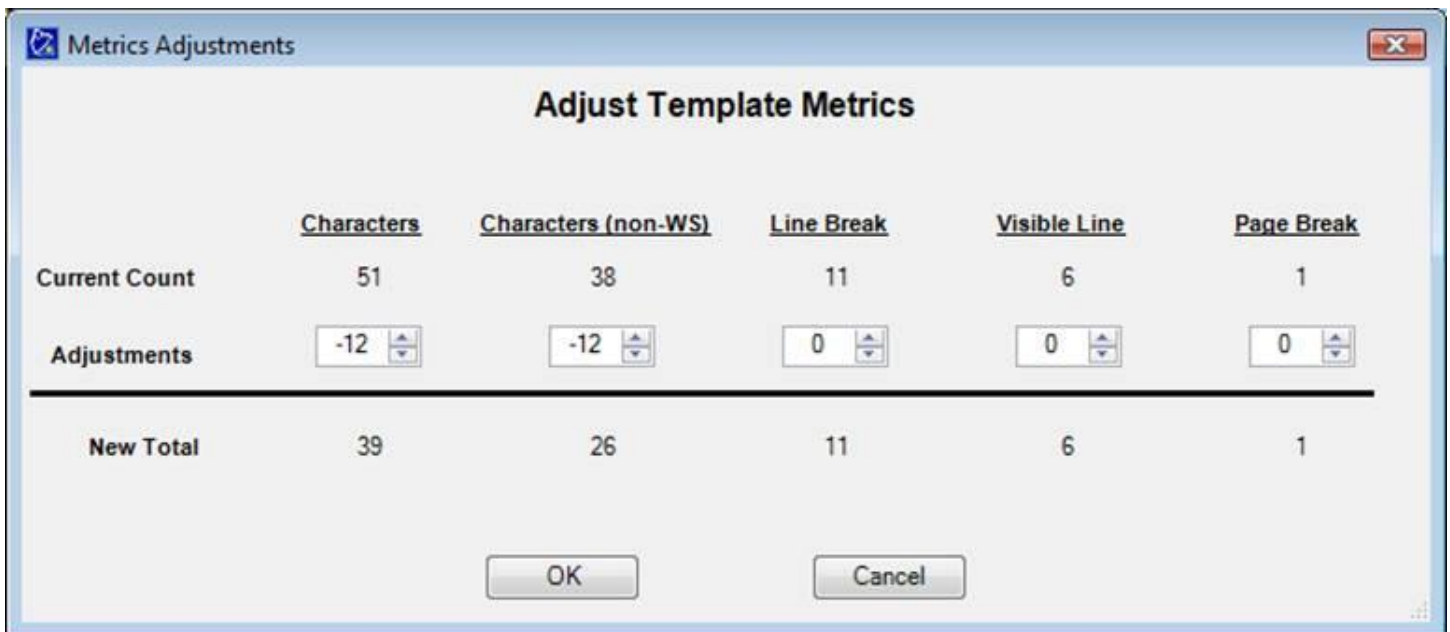
How to Adjust the Character Count for a Template

Overview

When saving a template to the platform, metrics are computed and saved for the template. These are used for billing and payroll reports when template text is excluded.

Solution

After completing the checkboxes to define treatment of characters in headers and footers, click the Advanced Settings button to access the character/line counting metrics for this template.



	<u>Characters</u>	<u>Characters (non-WS)</u>	<u>Line Break</u>	<u>Visible Line</u>	<u>Page Break</u>
Current Count	51	38	11	6	1
Adjustments	-12	-12	0	0	0
New Total	39	26	11	6	1

OK Cancel

This can be helpful to view the metrics already computed for the template or to make a manual offsetting adjustment to the count. There are some circumstances in which you might want to could some of the template text but not all of it. This offset adjustment gives you granular control of the counts saved in the database that will be subtracted from the completed document character count when template text is excluded. The offset can be either positive or negative to accomplish your goals.