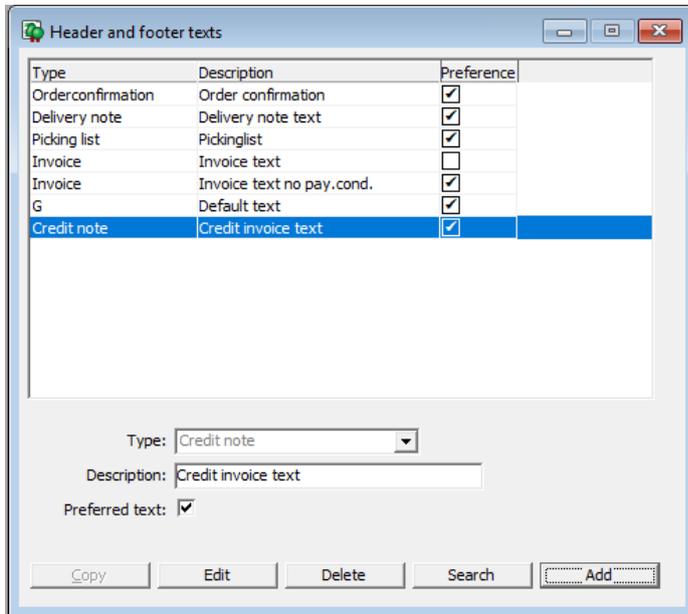


Adjust Headers and footers

Step 1:

In WinTree®, go to: **File** → **Basic information** → **Texts** → **Headers and footers**



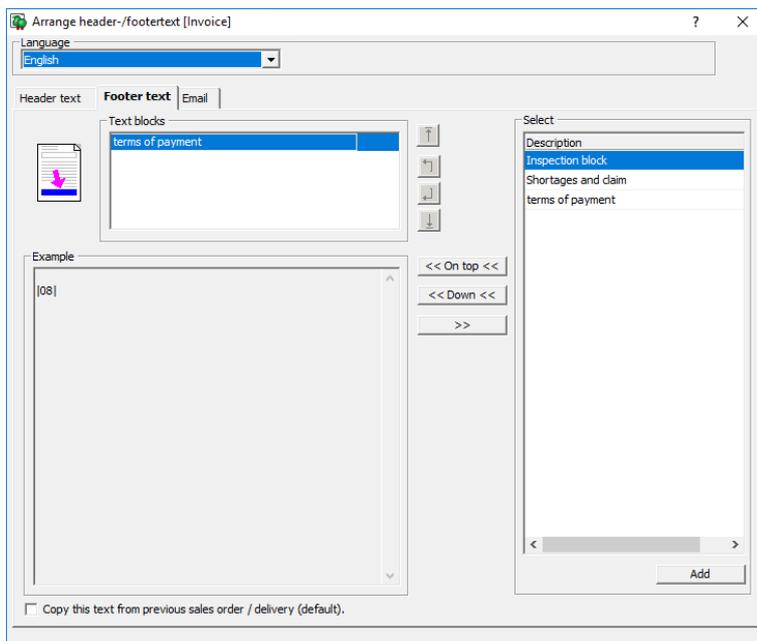
Step 2:

Select the document you want to edit in the list.

If 'preferred text' is ticked, this is the default text that appears with this document.

Step 3:

Click on [Edit].



Step 4:

Make sure that you select the right language.

This option is only available when you use WinTree® CONNECT Grower (Blue or Gold) or WinTree® CONNECT Trader.

Step 5:

By clicking on 'Header', 'Footer' or 'E-mail', you can see what text is used for the selected text block. Here you can also adjust the subject of the email.

Tip: turn off "Copy this text from previous sales order/delivery (default)". When making a new invoice or delivery note, the new default text will be set and used

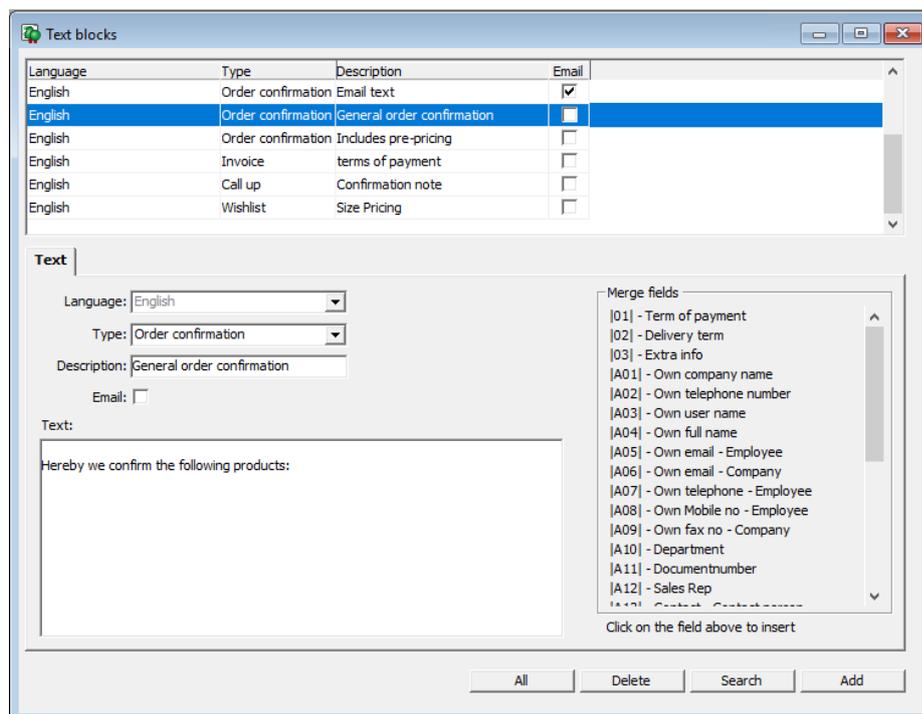
Step 6:

To maintain the content of the text block go to:

File → Basic Information → Texts → Maintain text blocks

Step 7:

Click on [All].



Step 8:

Select the text block and edit the text in the bottom of the screen.

If the 'E-mail' box is active, then this text will only be used for email headers and footers.

Changes you make will not change already made orders and delivery notes.

For more possibilities:

https://tsdwebsrv.tsd.nl/Manual/WinTree/en/webframe.html#Teksten_gebruiken.html