

JZ021 Information on style files (STY), fonts and underlining

When to replace your style files

The underlining style in the Jazzit financial statements is driven by style files (STY) in the CaseWare file. By default your Jazzit CaseWare file has the correct styles per your firm preferences. Occasionally it is necessary to reinstall the style files for the following reasons:

- The style files become corrupt causing unexpected formatting errors in the Jazzit financial statements.
- Your firm receives a Jazzit CaseWare file from another firm that uses different fonts and/or underlining
- You wish to change the underlining style and/or font for a particular CaseWare file.

Step 1 - Obtain the STY files from the support website

Identify the required font and underline style and download one of the following zip files. Note: if you are reading this document from a .zip you just downloaded, you may skip directly to Step 2. You will need to login to download the file.

Arial font + column underlining

<http://www.jazzitsupport.com/Downloads/DownloadFundamentals/679>

Arial font + margin to margin (full) underlining

<http://www.jazzitsupport.com/Downloads/DownloadFundamentals/681>

TNR font + column underlining

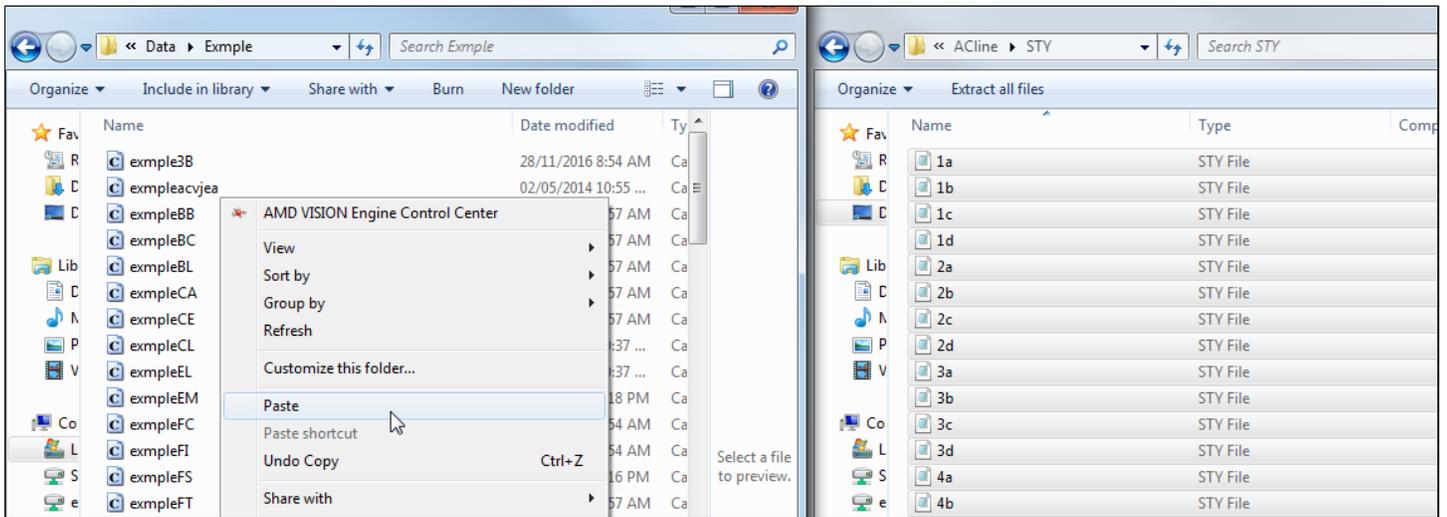
<http://www.jazzitsupport.com/Downloads/DownloadFundamentals/683>

TNR font + margin to margin (full) underlining

<http://www.jazzitsupport.com/Downloads/DownloadFundamentals/685>

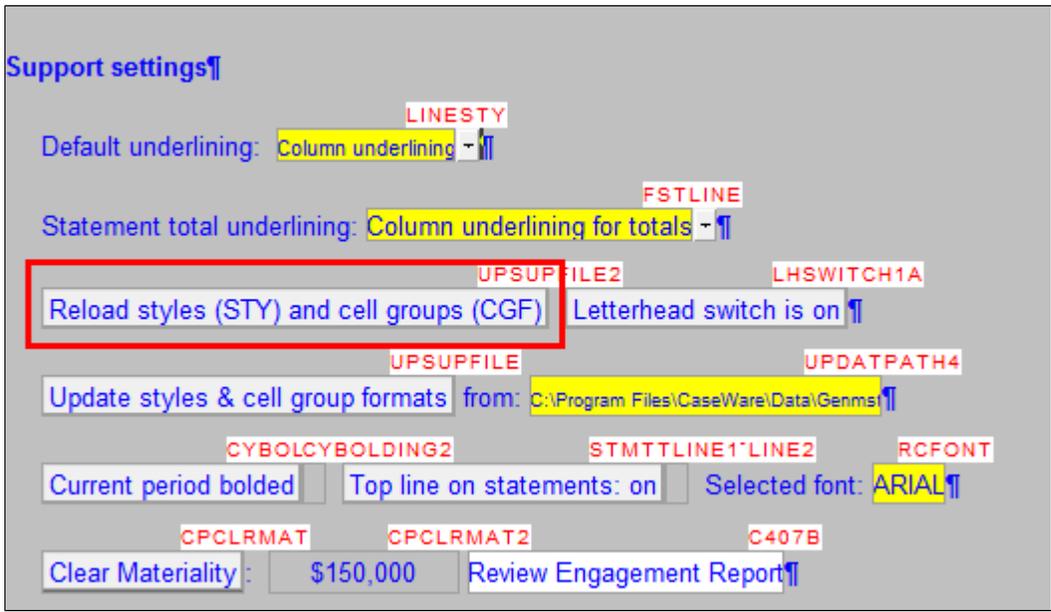
Step 2 - Copy the STY files into your CaseWare file

1. Open the zip file using the File (Windows) Explorer. Locate the folder entitled 'STY' within the zip file.
2. Copy all the files in 'STY' to the target CaseWare file folder/directory. You will get a file replacement warning when doing this. Confirm file replacement.



Step 3 - Reload STY files in the Jazzit financial statements in Support settings

1. Open the CaseWare file, then the Jazzit financial statements. Scroll to the **Statement** menu (Table of contents). Enter **Enable editing** mode (**View > Enable Editing**). You should see the **Support settings** underneath the Statement menu.
2. Click on **Reload styles (STY) and cell groups (CGF)**.

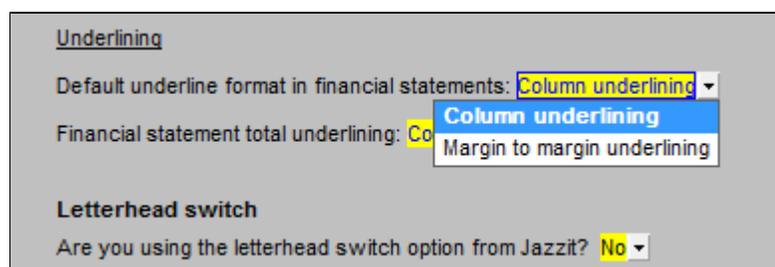


3. Exit **Enable editing** mode by clicking on **View > Enable editing**. Your STY files are now replaced. Please read below for further information on fonts, underlining, and STY errors.

For Jazzit Administrators - Underlining

The default underlining settings

Open the Resource centre CaseWare file (KLIB or FRMLIB). Open the **Firm Profile (RD)** CaseView module. Scroll to the bottom of the document and ensure that the Default underlining is set to the appropriate setting.



Underlining

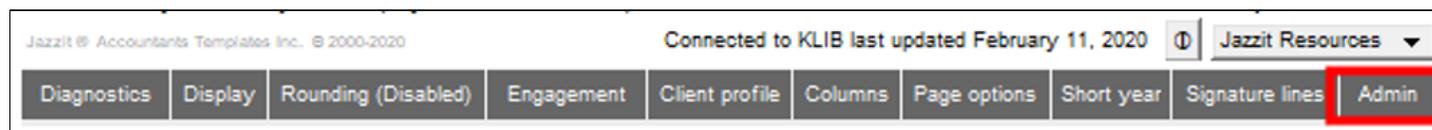
Default underline format in financial statements: **Column underlining**

Financial statement total underlining: **Margin to margin underlining**

Letterhead switch

Are you using the letterhead switch option from Jazzit? **No**

Close and save the Firm Profile. When the preparer is in a CaseWare client file, ensure they open the Jazzit FS and click on **Home menu > Admin** to reload the changed information from the Firm Profile.



Setting underlines for individual CaseWare files

In individual CaseWare files, open the Jazzit financial statements and go to **Support settings** (as outlined above). In the **Support settings** area set the underline as required.

Note: If you click on **Home menu > Admin** per above, the underline settings will revert back to your firm default.

Correcting the font in your FS

Occasionally the preparer may encounter a Jazzit FS with a font that is different from the font that the firm normally uses. This can be a CaseWare file from another firm that uses a different font. This document will detail how to restore the font in the Jazzit FS. Jazzit supports the Arial font and Times New Roman (TNR) font.

Connect to the firm Resource Centre

Confirm that the Jazzit FS is connected to your firm's Resource Centre. Please see the following video for information:

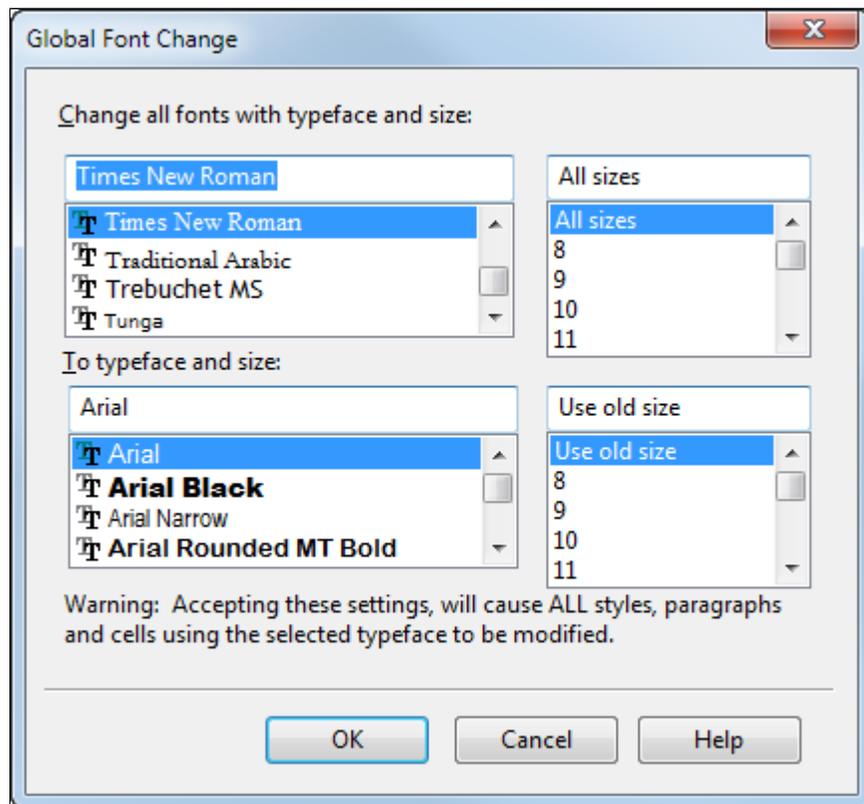
<https://www.youtube.com/watch?v=tYgNaVqXStQ>

Obtain, copy and reload the style files from the website

Follow steps 1, 2 and 3 above.

Global font change

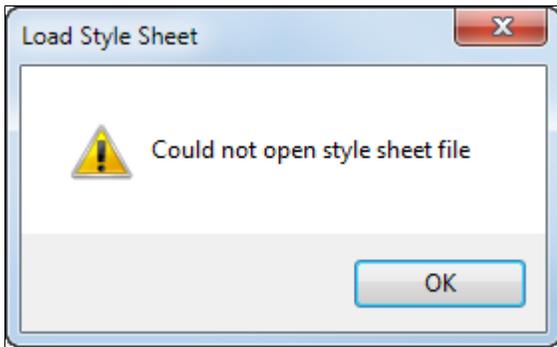
1. **Enter enable edit mode** – In CaseView, click on **View > Enable Editing**.
2. **Enter global font change** – Click on **Tools > Global font Change**. If Global font change is greyed out, move your cursor further down the FS till it is no longer grayed out.
3. **In Global font change** – Ensure the top part of the Global font change window is set to the current font + “**All sizes**” and the bottom part is set to the target font and “**Use old Size**”. Click **OK**. The financial statements font will be converted.



Encountering STY sheet errors?

In most cases correcting formatting and sty errors may be a matter of copying Style sheets directly from the master template (genmst). The following link provides information on how to do this: <http://www.jazzit.com/images/pdfs/STYorCGFError.pdf>

The Jazzit financial statements use styles sheets and cell groups for formatting and functionality. For various reasons a CaseWare file may be missing the appropriate style sheets and cell groups. This causes the financial statements to display style sheet or group file error messages. It may also cause the financial statements to display the incorrect font and/or underline format.

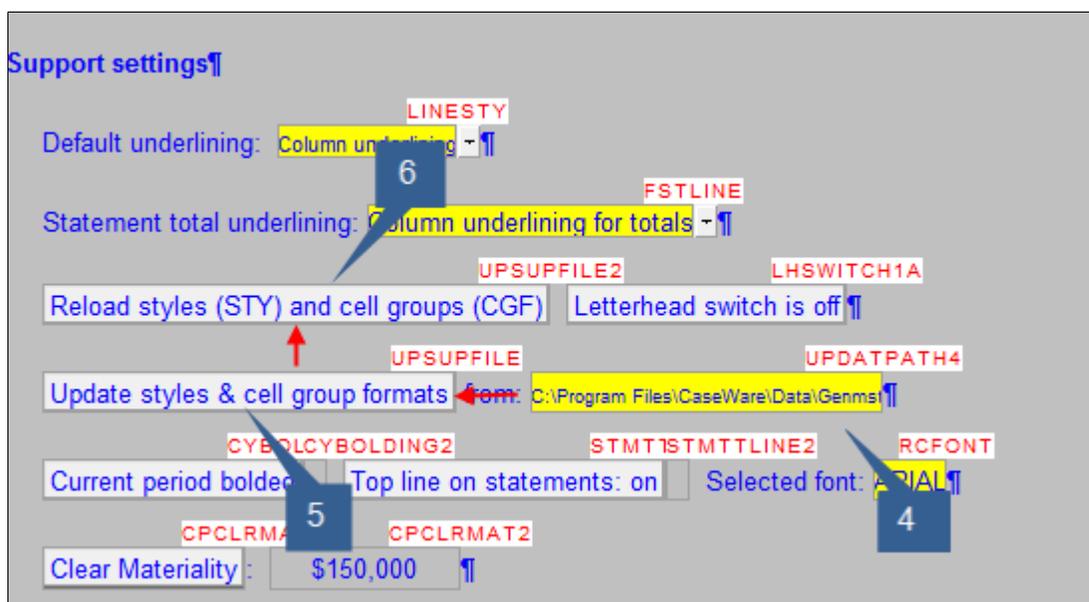


Solution

Reload style and cell groups from the Master template (GENMST).

The most common solution is to reload the correct style and cell group files from the GENMST.

1. Scroll to the **Statement menu** (Table of contents) and highlight the last entry by clicking on it.
2. Click **View > Enable Editing** to switch to Edit mode.
3. Scroll down to the **Support settings** area, located below the **Statement menu**. The **Support settings** area can only be seen and accessed from Edit mode.



4. Click on the yellow cell that shows the default GENMST folder location, e.g.: C:\Program Files \CaseWare\Data\Genmst\. This will open a select folder window. Select the folder where the GENMST is located and click **Select Folder**.
5. Click on the **Update styles and cell group formats** button twice.
6. Click on the **Reload styles (STY) and cell groups (CGF)** button.

Reloading the Resource Centre (KLIB) style files from the Snackbar

The Jazzit financial statements also makes use of style files contained in the KLIB. You may need to ensure that the KLIB has the correct style sheets. This should be done by the firm’s Jazzit Administrator.

1. Open the RC Update Control (JZUPDATE) located in the KLIB file (Resource Centre).
2. Ensure the JZUPDATE is connected to the update folder (Snackbar). If you see dates under the Snackbar Version column that means the JZUPDATE is connected.
3. Scroll down to the first document entry in the JZUPDATE which is the **RC Update Control** and click on the button under the status column. It does not matter if the button has a green tick or a yellow warning indicator, pushing this button will reload style sheets from the Snackbar to the KLIB.

DESCRIPTION	CUSTOMIZATION DATE / INFO	STATUS	ID	RESOURCE CENTRE VERSION	SNACKBAR VERSION	ADD TO GENMST
Administration						
RC Update control		<input checked="" type="checkbox"/>	JZUPDATE	03.27.15	03.27.15	
 FINANCIAL STATEMENTS						