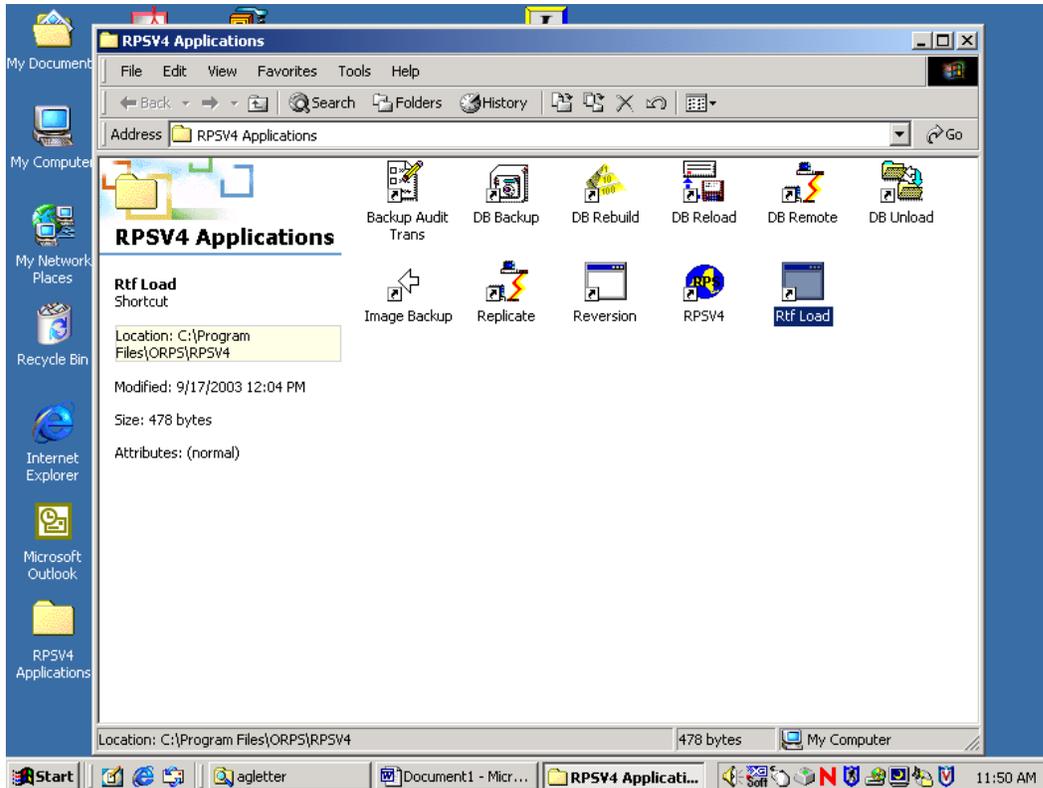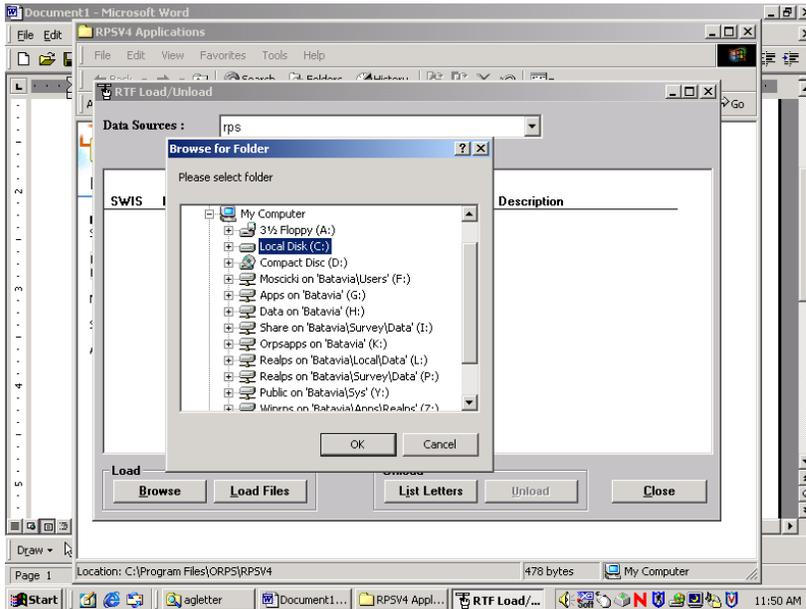# How to Run the RTF Reload Utility
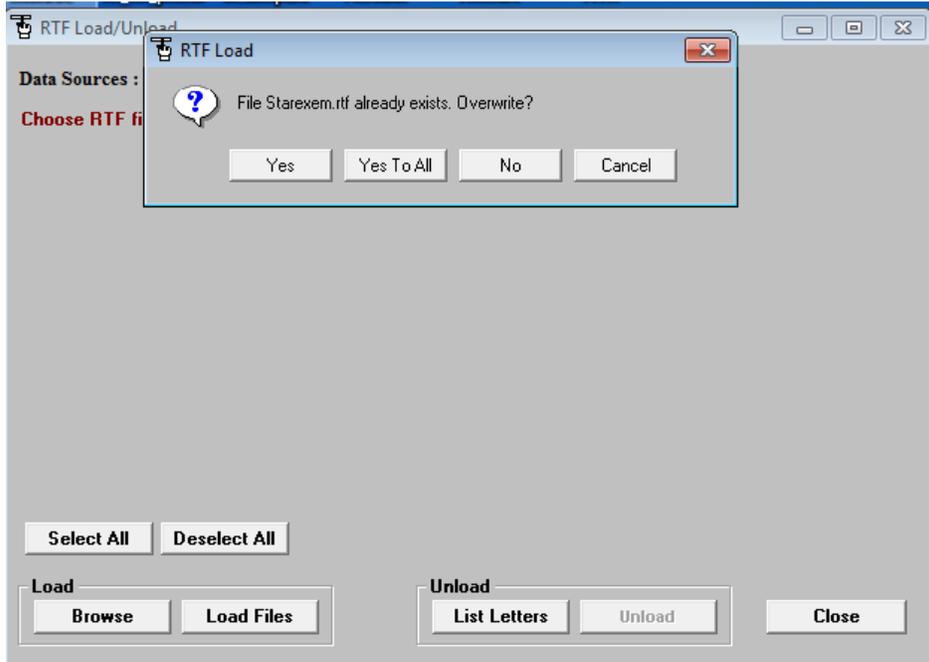
1. In RPSV4 Applications, select *RTF Load*.

2. Enter rps in the **Data Source** field.

3. Select **Browse**.

4. In the **Browse for Folder** window, browse to *C:\Program Files\ORPS\RPSV4*
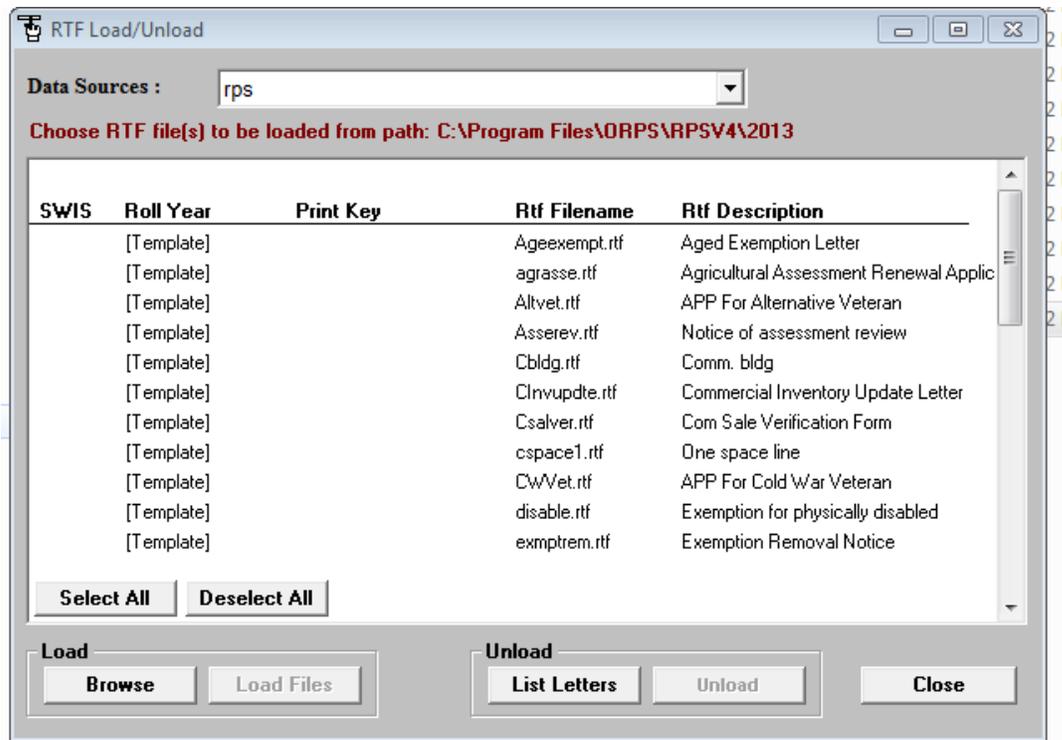Click - OK

5. Choose **Select All** to ensure you update all of the letters in your database.

6. Select **Load Files** to load/update all of the generic letters. It will not overwrite any letters you may have created and saved on your own.

7. If you are prompted to answer whether you want to overwrite a file, select **Yes to All**.

8. When the process completes, select *Close*.

In RPSV4, you can now select letters for individual parcels.