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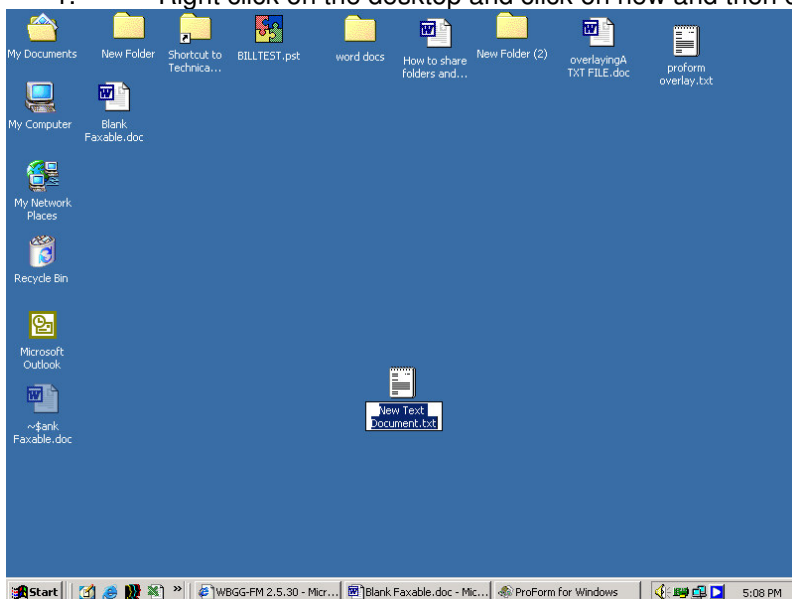
## Using a Text File to overlay information

You can use a text file to overlay information into a ProForm data file. This can be helpful if you need to add the same information to several files or templates. There is a certain format that you need to follow when creating the txt file to be overlaid. These formats vary between alpha, and numeric information.

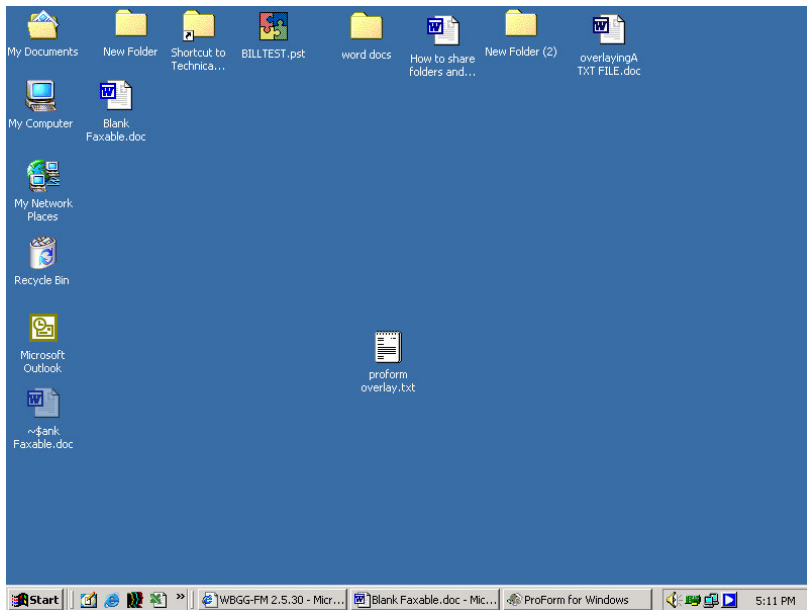
Text Fields	Values can be in any format, and will appear just as entered in the txt file (For example <b>FRMFILE</b> = Best Ever Title Agency, Inc
Date Fields	Value must be entered in MM/DD/YY or MM/DD/YYYY Formats.
Telephone Numbers	Value must be entered in (###)###-#### Format.
Number Fields	Value does not have to include a comma. Instead of a straight number value, you can enter an expression (For example, <b>LOANAMT</b> = 100000 or <b>INTRATE</b> =6.12

To start you will need to create a txt file.

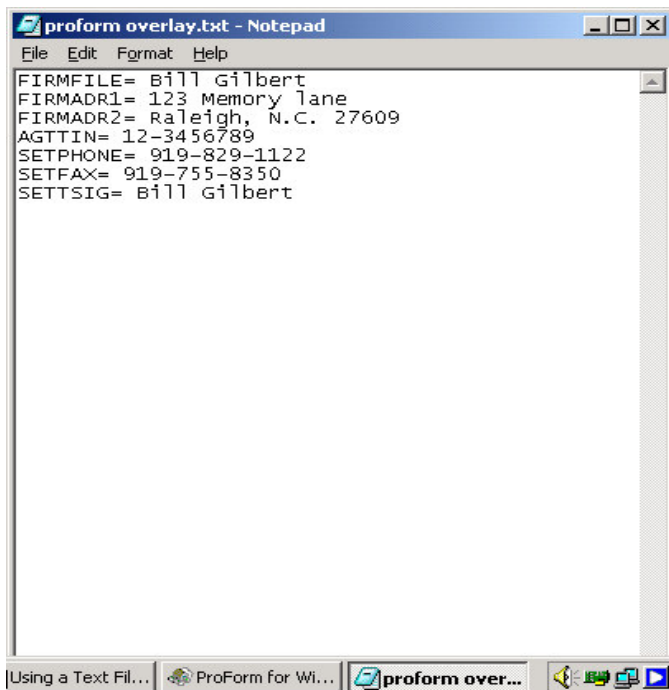
1. Right click on the desktop and click on new and then click on Text Document.



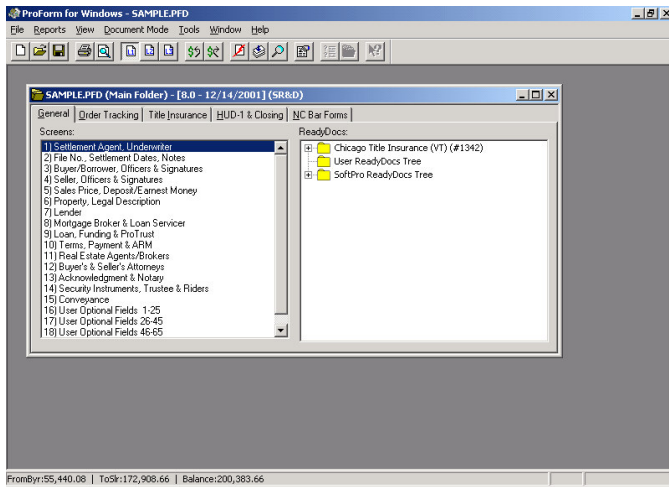
2. The text document will appear on the desktop, and you will need to type in a name for it. \*\*Make sure to leave the extension of .txt on it.



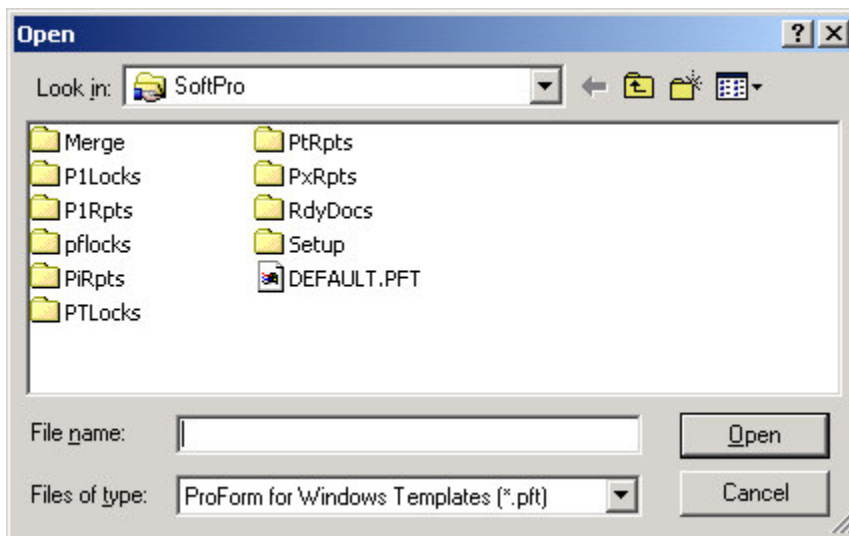
3. Next double click on the file to open it, and enter in the information that you want to be into the file.



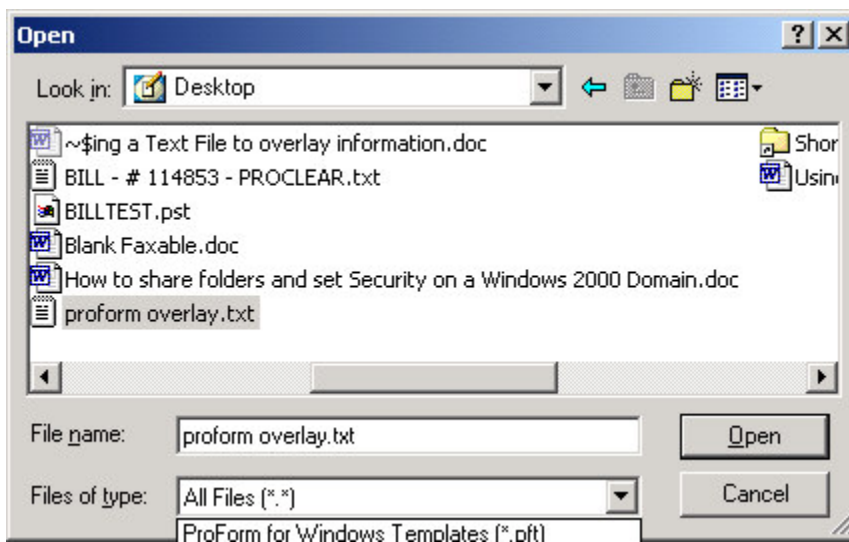
4. You can find out the name of the field that you want by clicking in the field and then at the bottom right of the screen you will see the name of the field. There is also a list of field names on the ProForm for windows cd.
5. Now that you have the information in the txt file that you want close and save the information.
6. Next open ProForm for windows, and the datafile that you want to overlay the information into.



7. Next click on File and then Overlay File/ Template.



8. Click on the dropdown arrow and find the Desktop, and change the files of type to all files.



9. Find the \*.txt file you created and then double click on it.

10. The File will now have the information in it, that was in the \*.txt file.

**1) Settlement Agent, Underwriter (2002100002.PFD)**

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**Settlement Agent**

Settlement Agent/Payee Name:

Address:  ♦

Phone:

Fax:

Federal Tax ID:

Settlement Agent Signature Line:

Settlement Agent Logo Filename:

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**Underwriter**

Underwriter/Payee Name:

Address:  ♦

Claims Address:  ♦

State of Incorporation:

Underwriter Agency ID/Number:

Underwriter's Logo Filename:

If you have any further questions feel free to contact SoftPro Support at 1-800-848-0143 or [support@softprocorp.com](mailto:support@softprocorp.com)