Update Page Counts

The page counts are stored within the program on records separate from the source documents. Occasionally, the stored page numbers and the actual number of pages for a document can get out of sync.

This process opens every source document in Microsoft Word to check its current page count. It then updates the corresponding page count on the internal record kept for that policy.

You should run this process before running the Table of Contents Report to ensure the page numbers are accurate.

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