

Creating Mail Merge Letters

1. Go into '**Reports**'
2. There is a '**Mail Merge Button**', click this.
3. This will pop up a message to say you will be creating a letter template – click '**OK**'
4. Click '**New Record**'
5. Now create your letter. Use the buttons on the right hand side as part of your letter i.e. Dear '**TITLE**', '**NAME**', '**SURNAME**' this means when you select your group of patient it will automatically put these details in for you.
6. You can title your letter in the title boxes on the left hand side
7. Select '**LIST**' option and this will create a new letter for mail merging
8. To check this letter click '**USE**' and check '**LETTER PREVIEW**'
9. This will now automatically be saved in your mail merge letters and is ready to be used