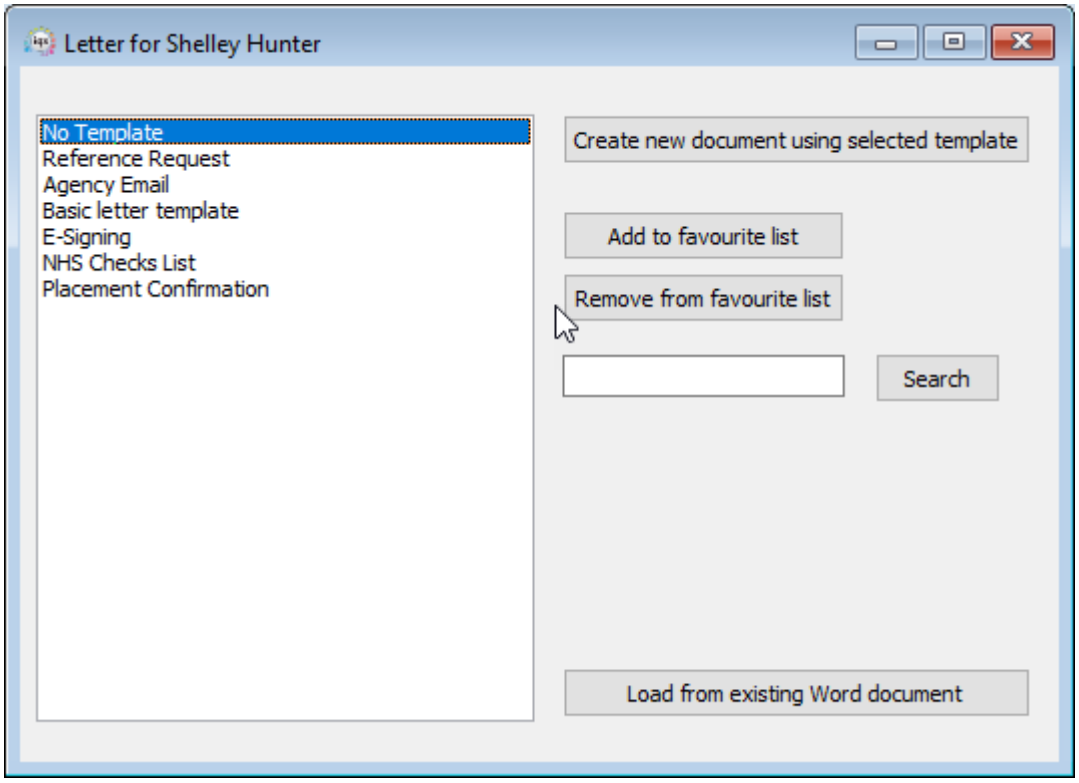
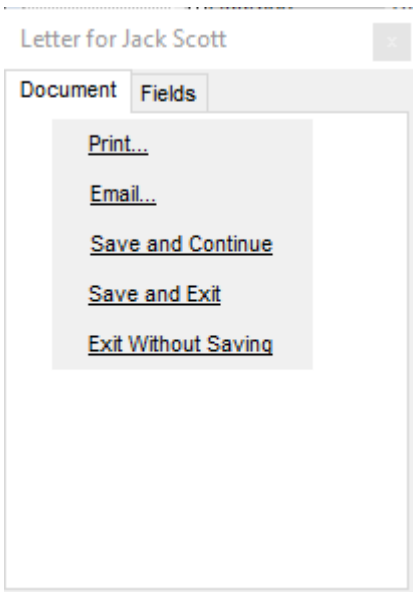
How to write a letter to one person

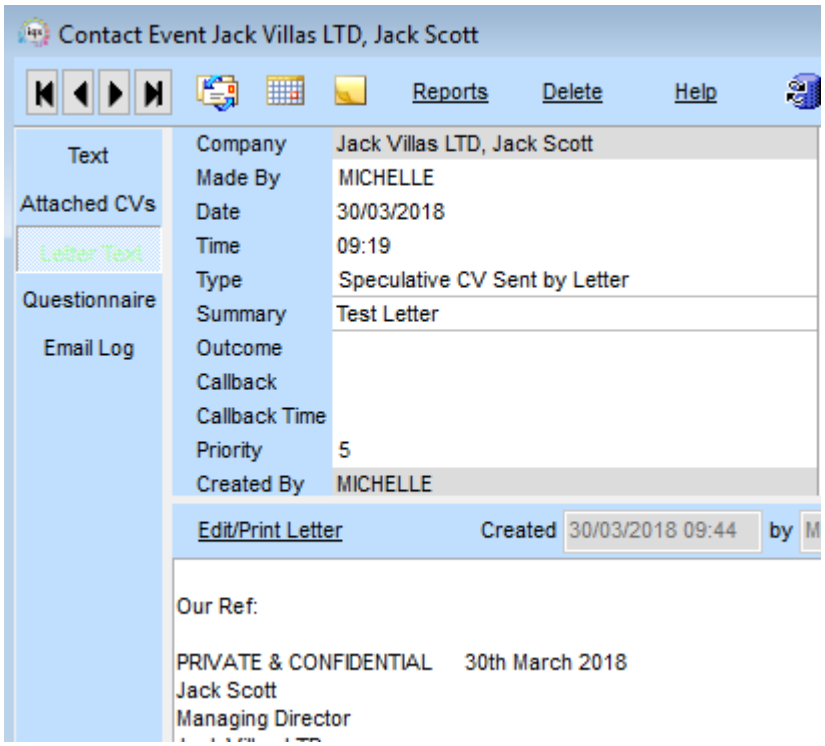
- Select the Recipient on the selector or on the form.
- Open a Contact Event using **F2** or the  button.
- Select the **type** and enter a **Summary**.
- Click **Write Letter**.
- Select a template from the list to use as the base for your letter by double clicking or use a word document you already have saved out-with IQX and MS Word will open.



- Amend/complete the letter as required. Standard and specific Fields including Recipient Name, Address, Salutation etc. can be inserted through File → Insert Fields. Drag the field onto the letter and it will go to where the cursor is.
- It can be printed or emailed from File menu.



- After printing or emailing Save and Exit to return to the contact event screen.
- The letter will be available to view from the Letter Text on the left hand side. It can also be edited and reprinted from here using the Edit/Print Letter button. (After editing, the letter must be saved for the changes to be reflected in the Letter Text screen).



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