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 **Expand** button
- Select the **type** and enter a **Summary**.
- Click **Write Letter**.
- Select the Template to use as the base for your letter.
- Click **Create** and MS Word is opened with the letter Template waiting to be completed.
- 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.
- An envelope can be printed in C4, C5 or DL formats.
- Summary information can be added.
- If the letter is saved it will appear on the **Letter Tab in read-only form but it can be re-printed with the** Edit/Print Letter** button and edited if, Contact Event editing is allowed.

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