

Microsoft Word

This article deals with the specific information for Microsoft Office Word form letters.

General information about form letters can be found in the main article [Form letters with ...](#)

Main dialogue / Pre-settings

See main article [Main dialogue](#).

See main article [Pre-settings](#).

Edit/use form letter

Continuation of the main article [Edit/use form letter](#)

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«SALUTATION1»

«SALUTATION2»

« ADDRESS ADDITIONAL INFO»

« ADDRESS1»

«DATESTR»

« ADDRESS2»

«COUNTRY»

«TB1»

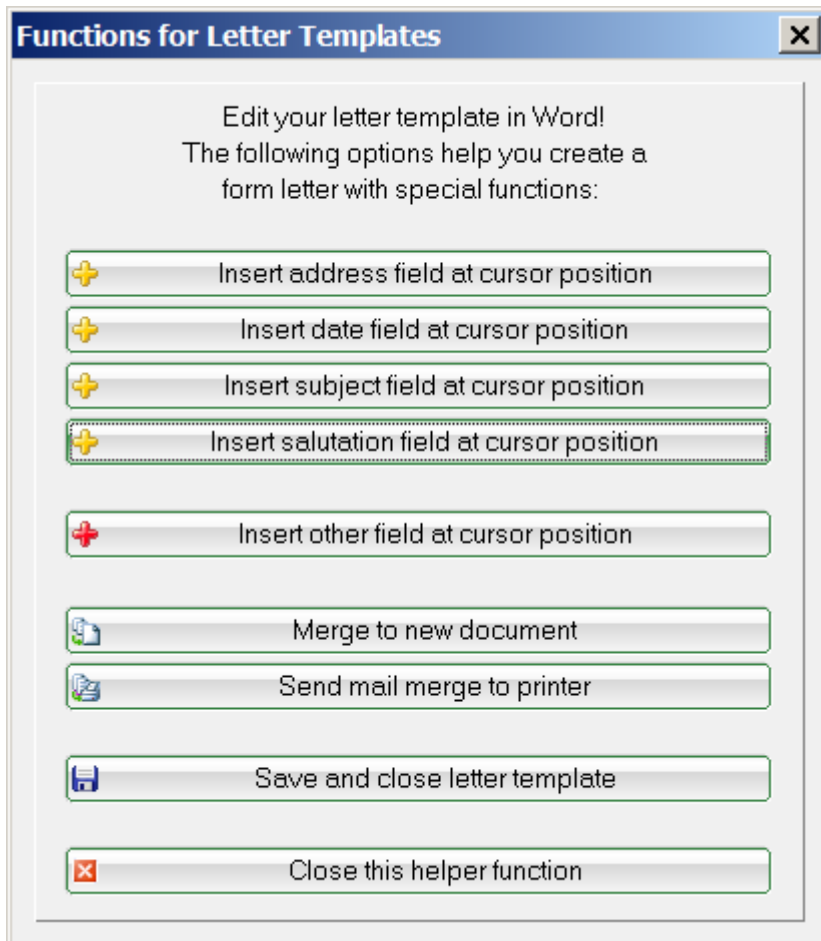
«SALUTATION3»|

«SALUTATION3»

Text

Kind Regards,

The PC CADDIE form letter manager will appear next to the document:



Position your cursor at a specific point and with the help of PC CADDIE you can then insert either an **address fields**, the **date**, a **subject**, a **salutation** or **other fields** to your form letter. The button **Merge to new document** will join the data and you will get a preview of your form letter. The merged field **<Address1>** will then use the address of the person that was entered under the 1st address in the person's mask. Of course you can change the text and format of the template in these Word documents. Click **Save and close form letter** to save your changes to the template.

Print form letter

Continuation of the main article [Print form letter](#)

Have all changes been made, you can copy the form letter into a new document using the button **Merge to new document**. You will then see all letters at once (that is, for the selected group of persons and the chosen order). The letter can then be printed out from this document.

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Mr. Tester Timo

123445 Example address

23 October 2018

Happy New Year

Dear Mr Tester Timo,

Text

Kind Regards,



At this point it would be wise to print a test page of one letter to check if the document fits onto your letter paper and if the address field fits into the address window.

If you see no need to check all the letters again, you can start the print directly using the button **Send mail merge to printer**. In case you have only changed the template but do not want to make any other actions you can exit the template via **Save and close form letter**. You will get back to the selection window for form letters - now containing the form letter with the subject „Happy New Year“ which you have just created:

Serial letters



Serial letters:

Circular.DOC	17.12.04	16:10:16
Test.DOC	17.12.04	16:10:16
Happy New Year.doc	23.10.18	13:40:59



Create new serial letter with the draft

F9



Edit the selected serial letter

F7



Open file of serial letters

F6



Update list of serial letters

F5