

Editing letters with Complete Manager

Complete Manager enables you to produce customised stationary in the professional mailings section.

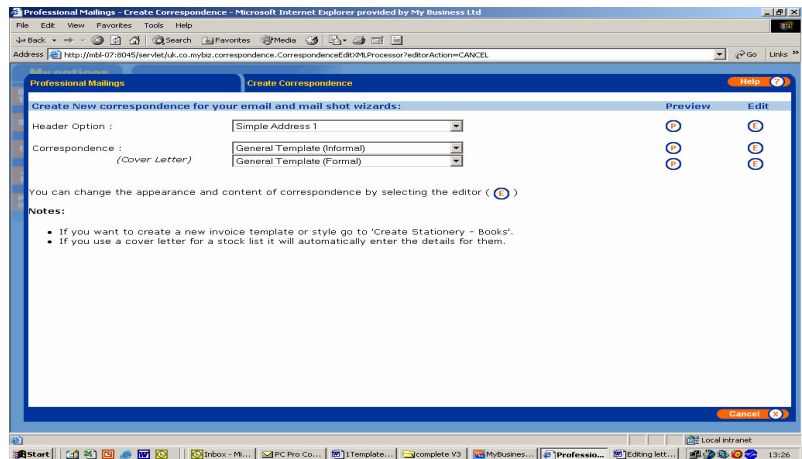
Go to Professional mailing. Choose create correspondence.



The Complete Manager Home Page

Create a letter

Choose a template that most fits your letter type from the preview option P. Then choose the E for edit button. This will allow you to change the letter template. Re name the letter so that when you save the details it will save the new letter as a template.

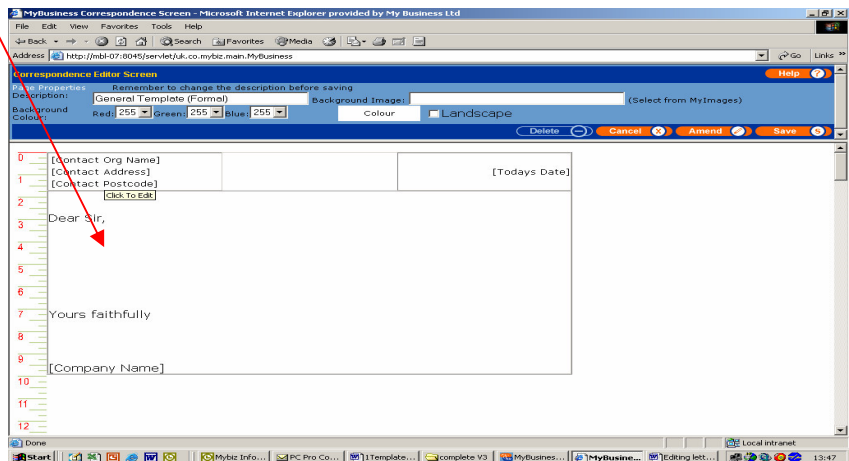


To edit the details left click on the space and select Edit Cell Content to type in new content. Because this is an HTML editor, if you want text to be in bold, you will need to select Bold Start before, and Bold End at the end of the bold text. To insert a field to be populated from the database you can select to "Insert" a field. This needs to be entered as you create the document as you cannot enter fields into text later.

To add an image left click and choose Cell Properties, Image. By changing Cell Properties a Cell can either be an image, text, or a series of database populated fields, such as an address. This means that you can easily change the contents of the address Cell.

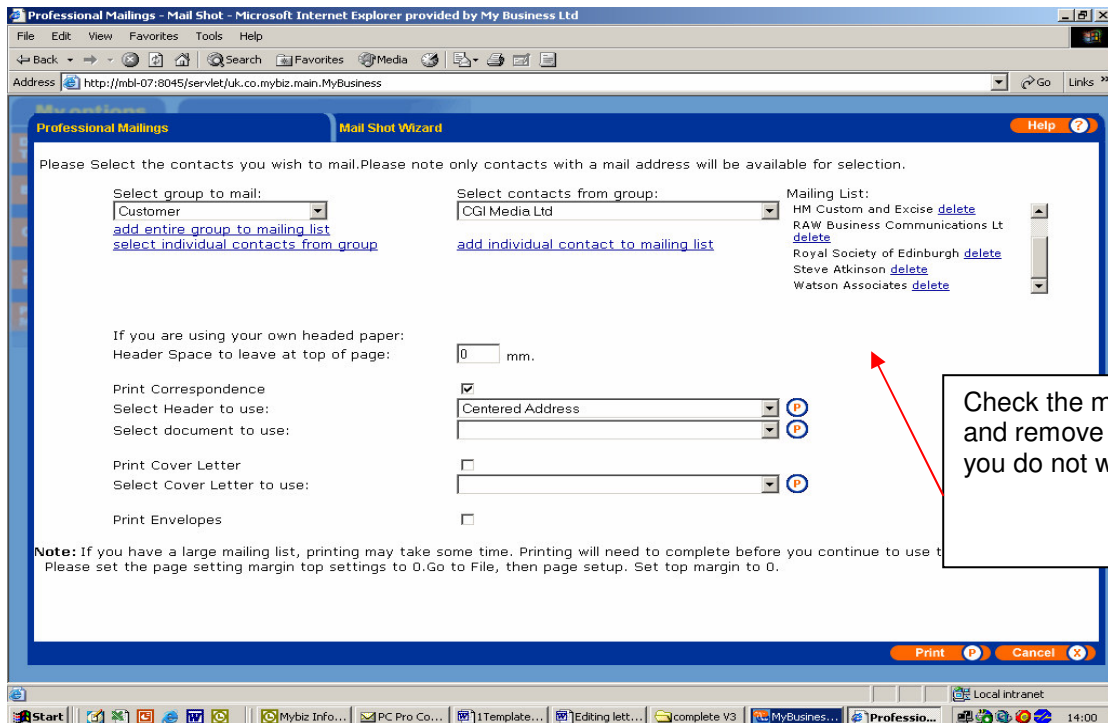
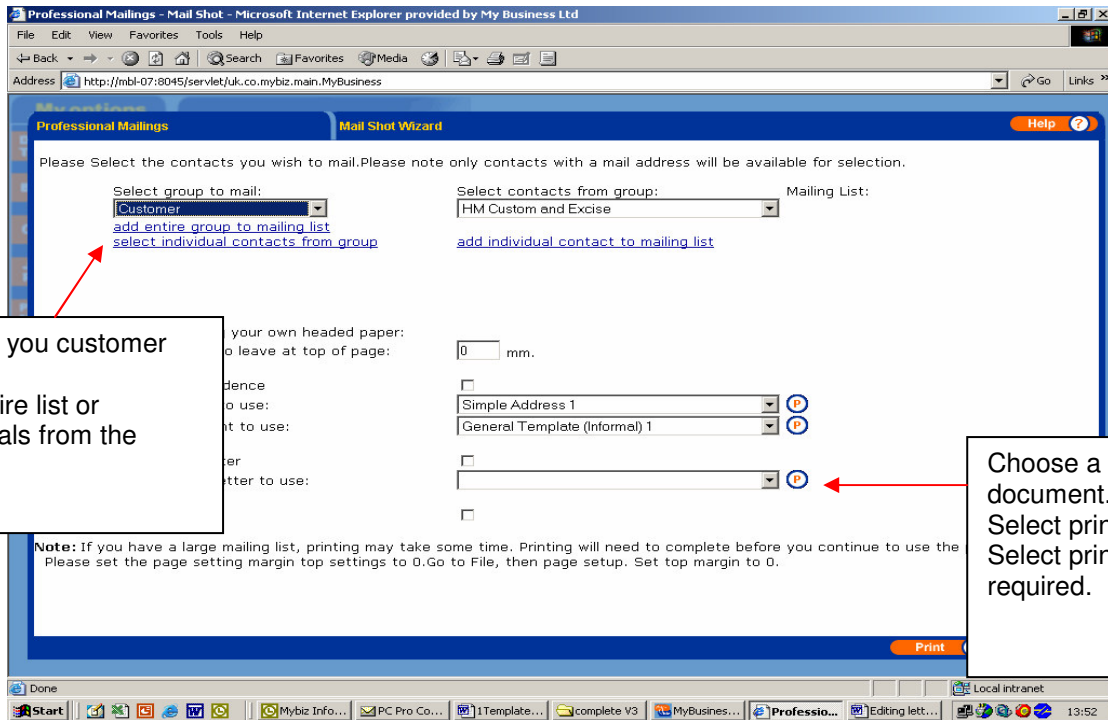
Fill in the required text. Choose save. Your letter is now ready to send.

Go to send correspondence.



Sending Correspondence

You can send a letter to any contact which has an address in the database. You can either choose to send an individual letter from the individual contacts page or a multiple mailshot from the Professional Mailings / Send Correspondence.



Select print and your mailing is now complete.