Create and Print a Simple Letter

1. Open MP and click the **Advanced Navigation** button on the bottom of task pane.
2. Click **Communications** and choose **Letters.**
3. Open existing letter to edit or create a new letter.

Letter Title	Active	Page Name

Create Letter

A. Create **New record** button
B. Enter a name for your letter in the Letter Title field.
C. Leave the Page field blank
D. Enter **Letter Body** and **Letter From** (Closing). (Do **not** enter "Sincerely, just add 2 blank lines.)
E. Put a dot next to **Active**
F. Click **Save.** (Diskette button)

GENERAL

Letter Title *

Letter Opening

Letter Body

Letter From

Active *
○ Yes ○ No

Send your letter:

Note: Margins are only changeable by support.

1. Clear any saved selections:
   a. Click **Home** and click **My Selections**.
   b. If you see items on this page, click the check box at the bottom of the screen.
   c. Click the **Actions** button and choose **Clear**.
   d. Click the **Clear** button.
2. Search for the person (or groups of person depending on search criteria).
3. Click the **Reports** menu and choose **Selected Contact Letter - Erie**.
4. Select your letter from the **Letter** drop down menu in the shaded area.
5. Edit the **Greeting** and **Closing** if needed.
6. Choose your **Salutation** style
7. Choose your **Sort order**.
8. Click **View Report**
9. Click the **Diskette** button and choose **PDF** to save and print your letter.

Show All Letters	Yes	Letter	<Select a Value>	View Report
Greeting	Dear	Closing	Sincerely,	
Show Spouse Name	● True ○ False	Date Format	Long (Friday, May 1, 2013)	
Salutation	Informal	Use Alt Mailing Address	True	
Sort Order	Lastname Firstname			