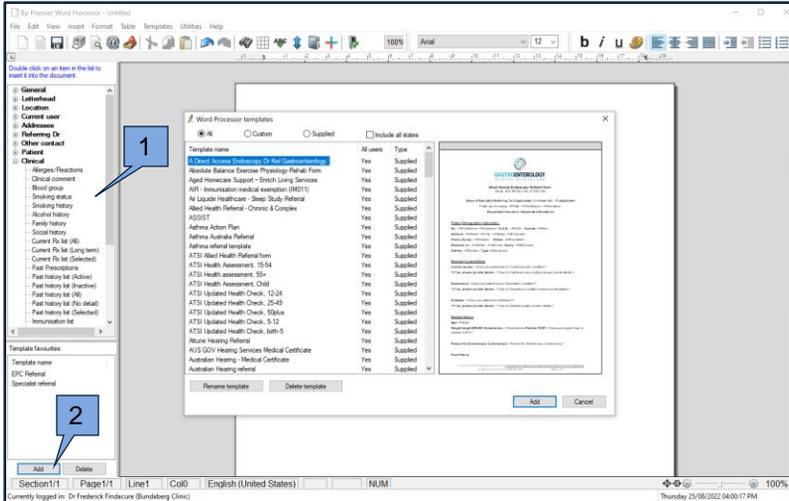


# Letters

## Letter Writing



1. Database values to insert when creating a custom template.

2. Open a provided or custom created template.

 You cannot insert a field by typing the field into the word processor. You **must** insert the field by double-clicking on the field name in the list.

For example, typing '<DrName>' onto the template will not insert the **DrName** field.

Optimise any images for size and colour in a graphic program prior to use in the Bp Premier word processor.

Recommended image size is less than 100kb.

Try to avoid placing these fields into tables:

- past medical history template
- allergies
- current and past medications
- immunisations
- observations
- attendances dates

 If you must insert a table field into a cell, ensure that:

- the table has only one column
- the page has margins set to zero.

## Mail Merge

Main screen > **Utilities** > **Search** > **Run query** > **File** > **Mail merge**

1. Find a provided or custom created template.

2. If you are mail merging reminders, the diabetes register, or inbox follow-ups, do not tick the option **Save a copy in each patient's record** for the test print.

3. Starts printing letters. Not emailing.

 For the first time mail merge use or using a new template, run a test print for only 2 patients to check the letter prints as expected.

