Letter Master

The Letter Master is used to send letters to your customers, utilize your database to print labels or to find out who your best customers are to help plan for the future.

To begin, from the ShipRite main menu:



• Click the 'Actions' tab, then go to 'Letter Master – MS Word'



• Choose the type of information to use, Contacts, Receivables, or Inventory, by clicking the appropriate radio button



• Click the EZSteps #2 button

8	Shiprite Global Connect –								
	LETTER MASTER								
EZSteps	Time now to CHOOSE a Card, Letter, or Label to generate								
#1 ⊶ #2 ₌ #3 _☞	Letter Description Avery Labels 5260 COD Collection Letter Collection Letter Customer Data Long Time No See New Customer	File Name A5260 COD Deadbeat Contact Longtime welcome	Type Contacts Contacts Contacts Contacts Contacts Contacts						
				•					
Click here to ADD a new letter.									
Click here to CHANGE a Letter's Type									

• Select the type of letter or label to generate by clicking on the selection



• Click the EZSteps #3 button



- Limit the query criteria generated by filling in any of the appropriate text fields
- Finally, click the 'Merge' button to produce the document

If this is your first time using the Letter Master, then you will see the following popup message. You will need to locate the WINWORD.EXE file path.



- Click the 'OK' button
- A new window will open up for you to search for the WINWORD.EXE path

👪 l ⊋ 👪 = l	Application Tools	Office14	- 🗆 🗙			
File Home Share	View Manage		^ ()			
Copy Paste	h Move Copy treat to	Wew item ▼ ⇒ Easy access ▼ Ider Properties → Edit → Edit → History	Select all Select none			
Clipboard	Organize	New Open	Select			
(e) → ↑ 🏭 « Program Files (x86) → Microsoft Office → Office14 → 🗸 🖒 Search Office14						
★ Favorites ■ Desktop	Name A	Date modified Type 1/9/2010 9:47 PM Application extens	Size ^			
Downloads 📃 Recent places	 TWRECE.DLL TWRECS.DLL TWSTRUCT.DLL 	1/9/2010 9:47 PM Application extens 1/9/2010 9:47 PM Application extens 1/9/2010 9:47 PM Application extens	53 KB 20 KB 79 KB			
Libraries Documents Music	 URLREDIR.DLL VisioCustom.propdesc VISSHE.DLL 	12/21/2010 1:05 AM Application extens 3/23/2009 10:41 AM PROPDESC File 3/13/2010 12:04 AM Application extens	549 KB 2 KB 880 KB			
Fictures Videos		1/19/2012 7:55 AM Application 4/26/2012 9:17 AM Application extens 12/7/2012 12:46 PM Application extens	568 KB 5,660 KB 4,088 KB			
🍓 Homegroup 🎮 Justin Knaperek	WINWORD Wordcnv.dll Wordcnvpxy.cnv	10/20/2012 9:51 PM Application 10/20/2012 10:04 Application extens 3/27/2010 9:45 AM CNV File	1,390 KB 5,341 KB 24 KB			
r Computer	Wordcnvr.dll Wordconv	3/27/2010 9:45 AM Application extens 3/27/2010 9:45 AM Application	396 KB 21 KB			
RIDATA (F:)		4/25/2012 11:22 AM Application 9/30/2006 3:17 AM XML Document 9/30/2006 3:17 AM XML Document	1,816 KB 78 KB 78 KB			
III shiprite (shipritet	WWLIB.DLL XIMAGE3B.DLL	10/20/2012 9:51 PM Application extens 1/9/2010 9:47 PM Application extens	18,946 KB 771 KB			
278 items 1 item selected 1.35 MB						

- In this example, the executable file was located at C:\Program Files (x86)\Microsoft Office\Office14\WINWORD.EXE
- Double click on WINWORD so that ShipRite knows where to locate MS Word



• Click the 'Yes' button for the message prompt

👿 🗐 × 🙂 🔻 🛛 A5260	[Compatibility Mode] - Microsoft Word	Table Tools	
File Home Insert Page	Layout References Mailings Review	View Design Layout	
ABC Spelling & Research Thesaurus Grammar	Translate Language Language	Next Track Changes * Reviewing Pane *	Accept Reject
Maximutina	Language Comments	natking	changes compare Protect
Proofing Navigation × × Search Document This document does not contain headings: To create navigation tabs, reste headings in your document by applying Heading Styles.	Language Comments Enguage Comments Comments Comments Comments Chys, «States «Zips Chys, «States «Zips «Next Records«Names «Addr1» «City», «States «Zips	Addris Addris Addris Chry, «States Addris Chry Addris Chry Addris Chry Chry Addris Chry Chry Addris Chry Chry Addris	Changes Compare Protect Name» «Zp» Name» «Zp»
	«Next Record»«Name» «Addri» «City», «State» «Zip» «Next Record»«Name» «Addri»	 «Next Record»«Name» «Next Record» «Addri » «City», «State» «Zip» «City», «State» «Next Record»«Name» «Next Record» «Addri » 	«Zip» Name»
Page: 1 of 1 Words: 179 💰	«City», «State» «Zip»	«City», «State» «Zip» «City», «State»	«Zıp»

At this point, MS Word will open up to show the results of your merge. If your results aren't showing, as seen in the above image, then you must complete the next series of steps.

W 🚽 🤊 - U	-	A5260 [Com	patibilit	Mode] -	Micros	oft Word		Table 1	Fools				
File Home	Insert	Page Layout	Refere	nces Ma	ilings	Review	View	Design	Layout				
Envelopes Labels	Start Mail	Select	Edit	Highlight	Address	Greeting I	nsert Merg	Rules •	• Fields	Preview	🚺 🔌 1 🚰 Find Recipie	► ► ►	Finish &
Create	Merge ▼ R	ecipients * Rec	ipient List	Merge Field	s Block	Line Write & Inc	Field *	🔄 Updat	e Labels	Results	Auto Check	for Errors	Merge *
Navigation		×				TTTTC CC III.	cit i i cita s				Trenet Results		
Search Document	2	-											
This document	does not	-	¥ - 44 Ne	& S Handbags 1 Constitution w Brighton, P	Blvd A 15066		Y & S Ha 3351 Tren Linden, N	ndbags aley Point Ro J 07036	ad	99 I 226 Bro	E Store Inc. 7 65th St oklyn, NY 1120	ţ	
To create navigation tabs, create headings. create headings in your document by applying Heading Styles.		Aa 69 Ho	Aaa Rims 697 Lincoln Ave Holland, MI 49423			Aaa, Aaaa Adfdas Utica, NY 13501			Aat 123 Utic	Aatest, Aatest 12342 Adfadfad Utica, NY 13501			
			Ab 62 Ce	Abbott, Deborah 624 South Main St Central Square, NY 13036			Abbott, Samantha 639 Saint Anthony St Waveland, MS 39576			Abedikichi, Armon 610 Siloam Rd Magee, MS 39111			
			Ab 22/ Mo	el, Brooks 6 6th Street :Comb, MS	9648		Abel, Kath 2300 Clay Hattiesbur	uyn ton Place g, MS 3940	2	Abe 121 Hat	ell, Joshua 5 N 32nd Ave tiesburg, MS 394	01	
				Abels, Shirley 690 Watersview Dr Biloxi, MS 39532			Abernathy, Angela 1045 Monterey Road Pearl, MS 39208			Abernathy, Michael 649 Windward Lane Richland, MS 39218			
			Ab 33 Ha	Abney, Kaneeshia 3319 West 4th St. Apt. 101 Hattiesburg, MS 39401			Abney, Shaven 8 County Road 351a Heidelberg, MS 39439		9	Abraham, AunDrayla 184 Dogwood Cir Brandon, MS 39047			
		Ab 51 Cla	Abraham, Carmella 5125 Old Barn Road Clay, NY 13041			Abrams, Nicholas 6 Sharmont Dr Hattiesburg, MS 39402			Abu Dhabi Adfasdfasdf Abu Dhabi, 23423				
			Ac 69 Ha	hord, Brandor Sunny Meado ttiesburg, MS	ws Dr. 39402		Ackal, Bu 310 Margı Lafayette,	rke uerite Blvd LA 70503		Ack 226 War	er, Apolonia Dogwood St veland, MS 3957	6	
			Ac 94 Pa	ker, Morgan 6 Autumnwoo ss Christian, N	d Ct IS 39571		Acosta, Co 6925 Red Memphis,	orey Gum Cv TN 38119		Ada 73 (Col	air, Ryan Ginger Ln umbus, MS 397(2	
Page: 1 of 1 Wo	rds: 257 🛛 🔇	5											

- Click the 'Mailings' tab at the top of MS WORD
- Click 'Preview Results' to show the details merged with the template
- Finally, click 'Finish & Merge' to print the document