Letter Master
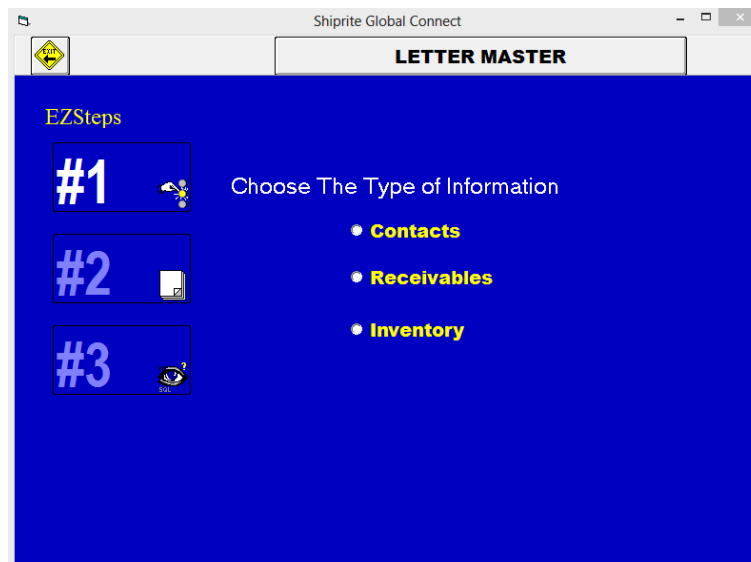
The Letter Master is used to send letters to your customers, utilize your database to print labels or to find out who your best customers are to help plan for the future.
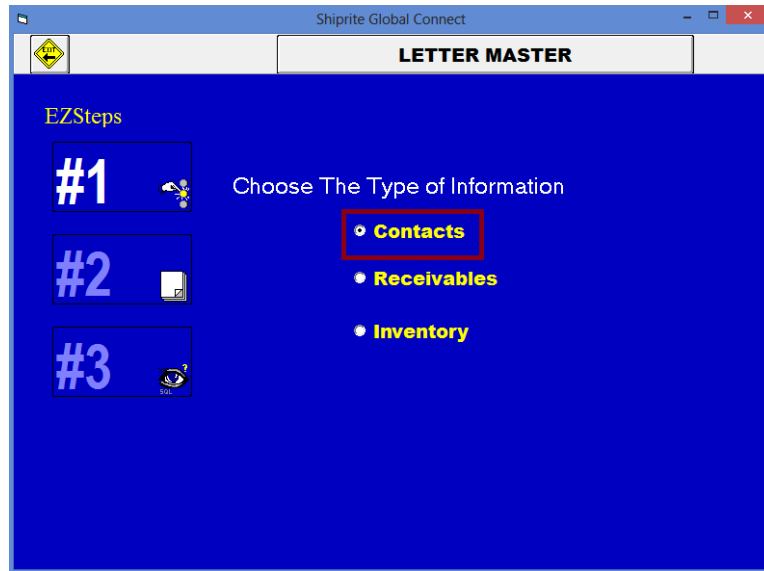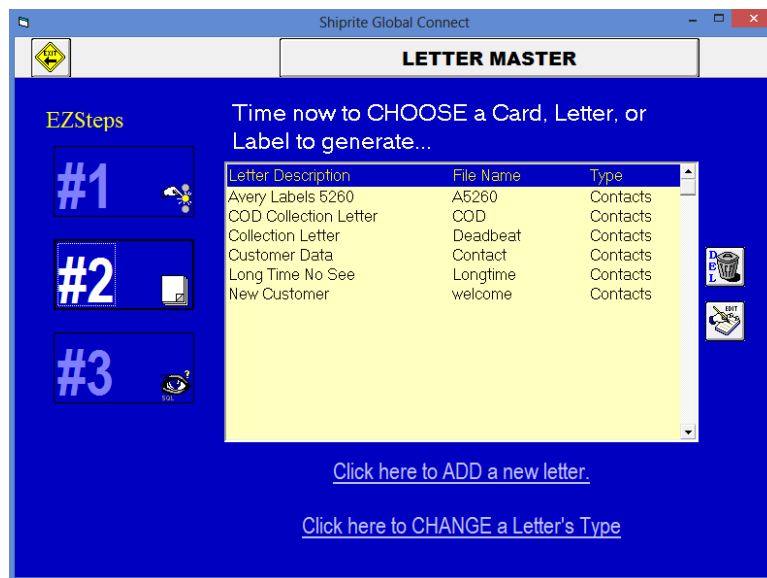
To begin, from the ShipRite main menu:

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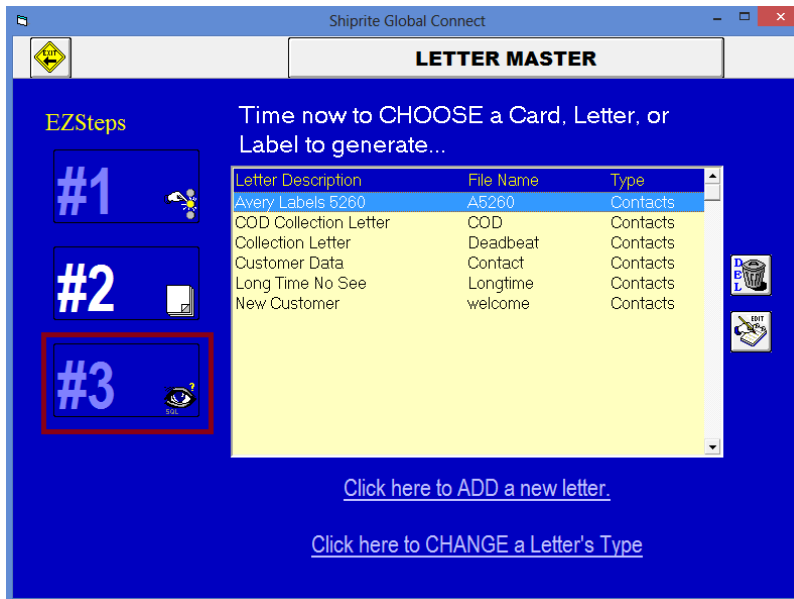

- Choose the type of information to use, Contacts, Receivables, or Inventory, by clicking the appropriate radio button
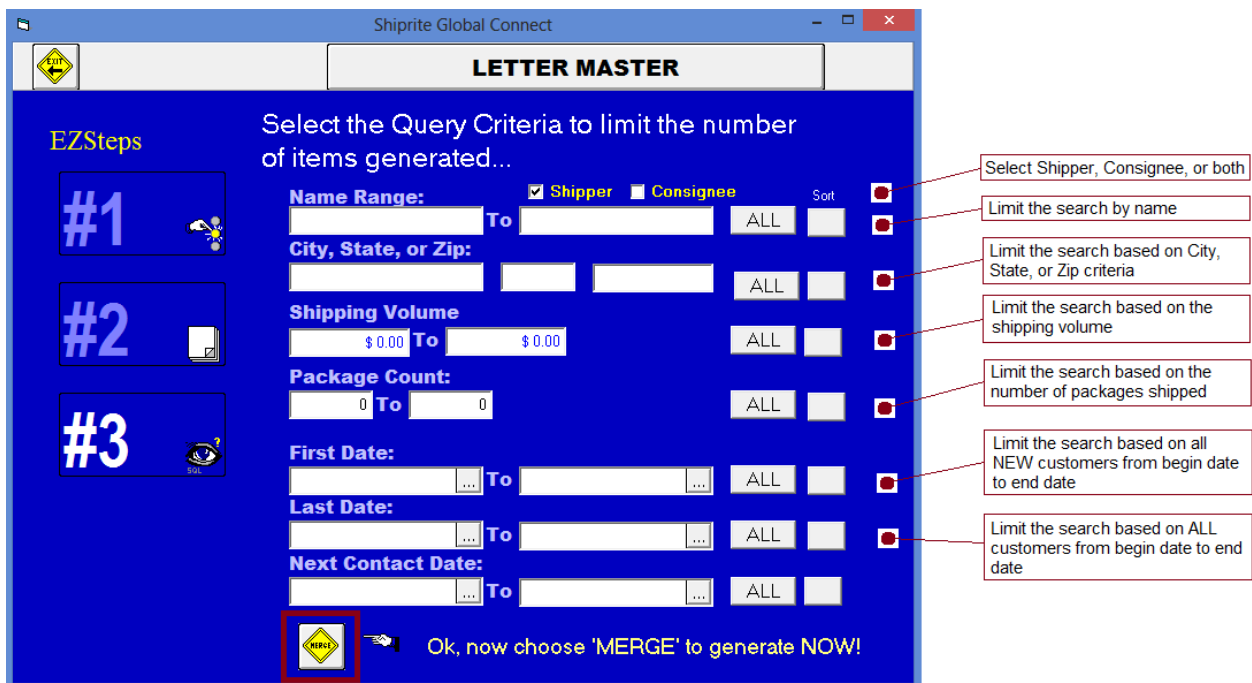
- Click the EZSteps #2 button

- Select the type of letter or label to generate by clicking on the selection
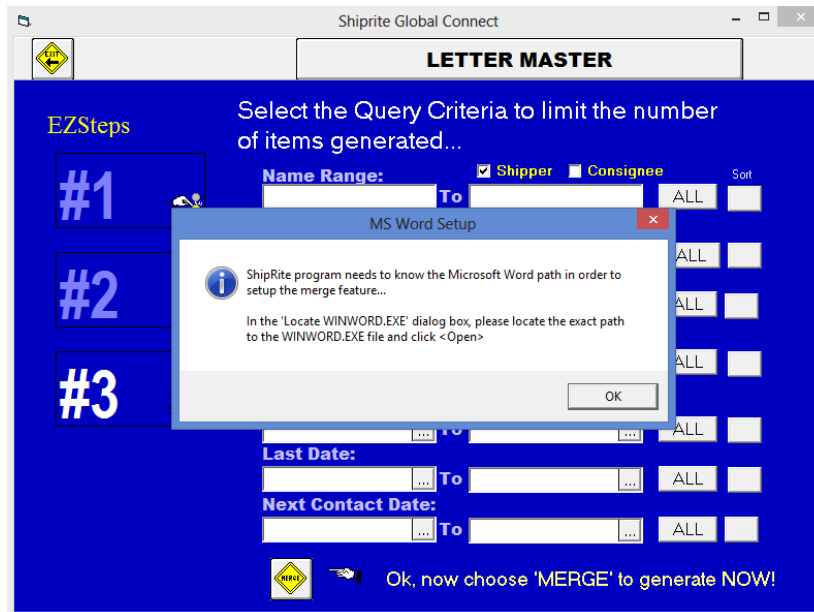
- Click the EZSteps #3 button

- 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.
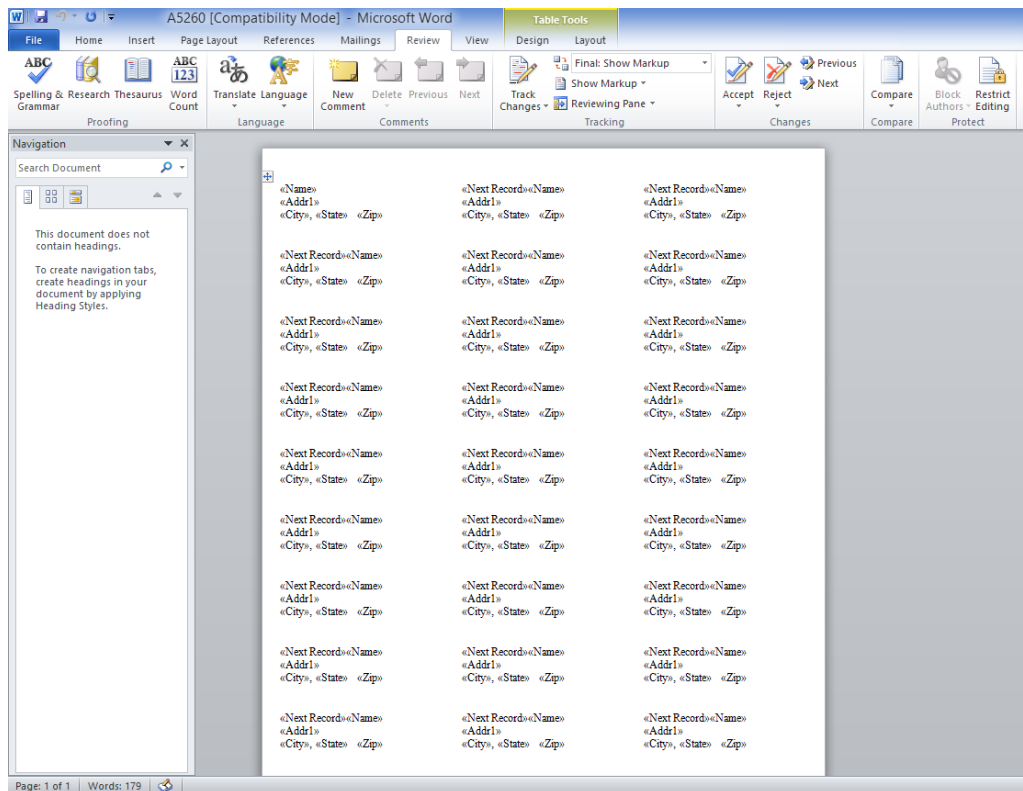

- Click the '*OK*' button
- A new window will open up for you to search for the WINWORD.EXE path
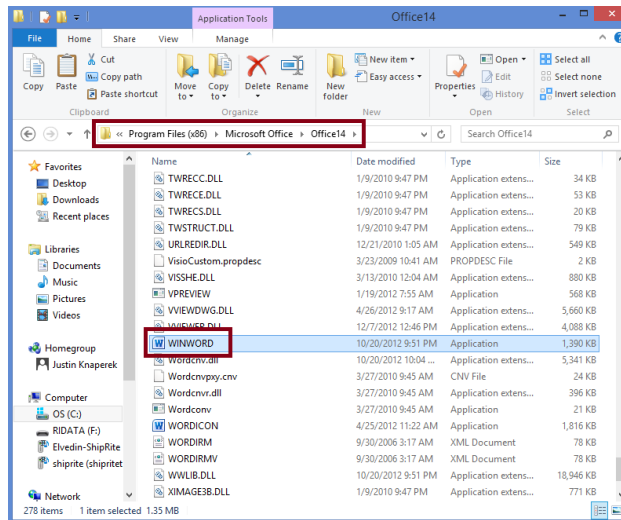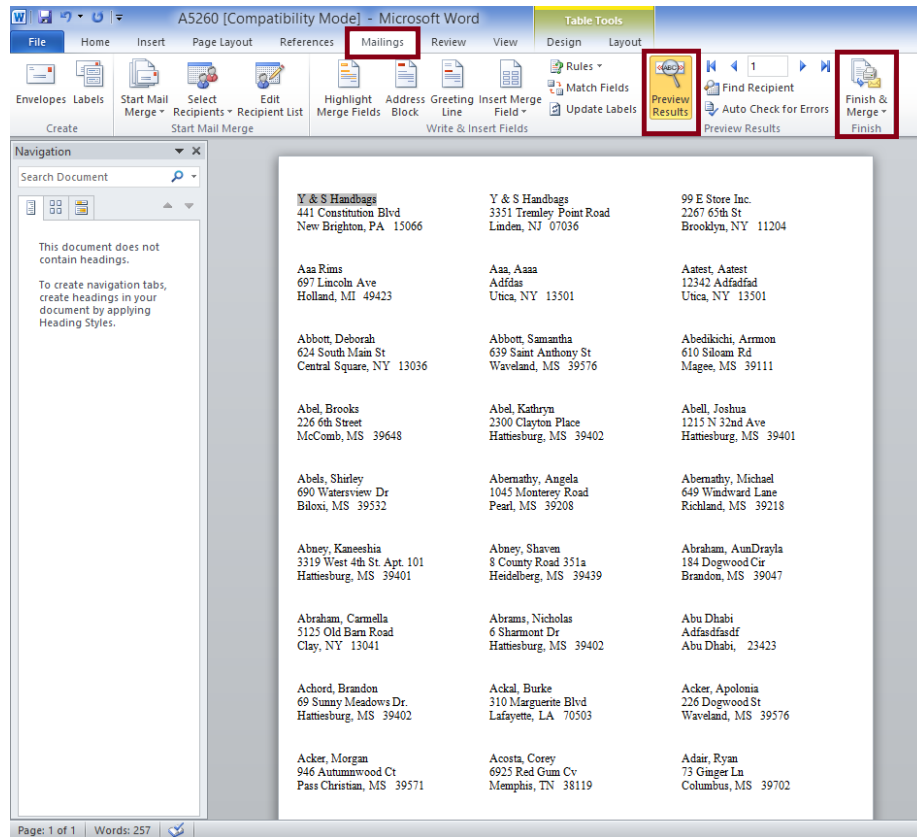

- In this example, the executable file was located at C:\Program Files (x86)\Microsoft Office\Office14\WINWORD.EXE
- Double click on WINWORD so that ShipRite knows where to locate MS Word
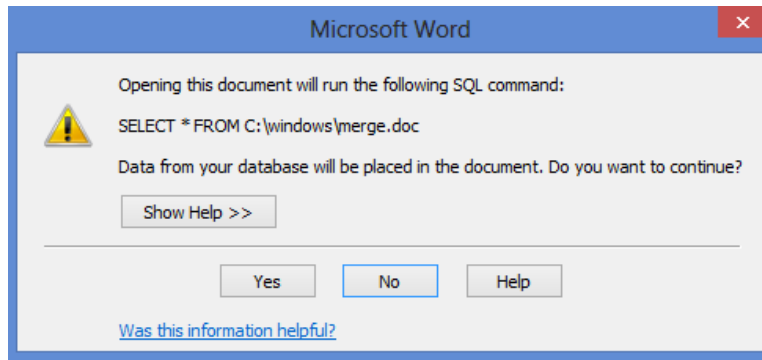
- Click the '*Yes*' button for the message prompt

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.

- 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