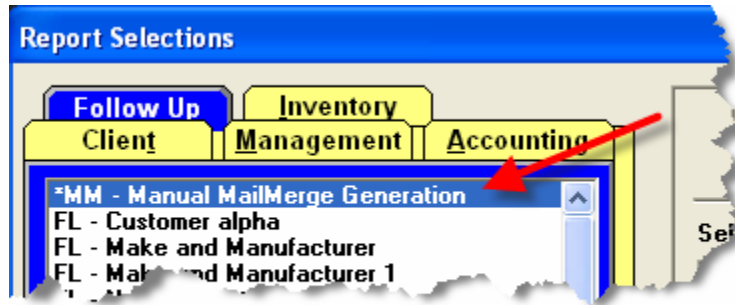


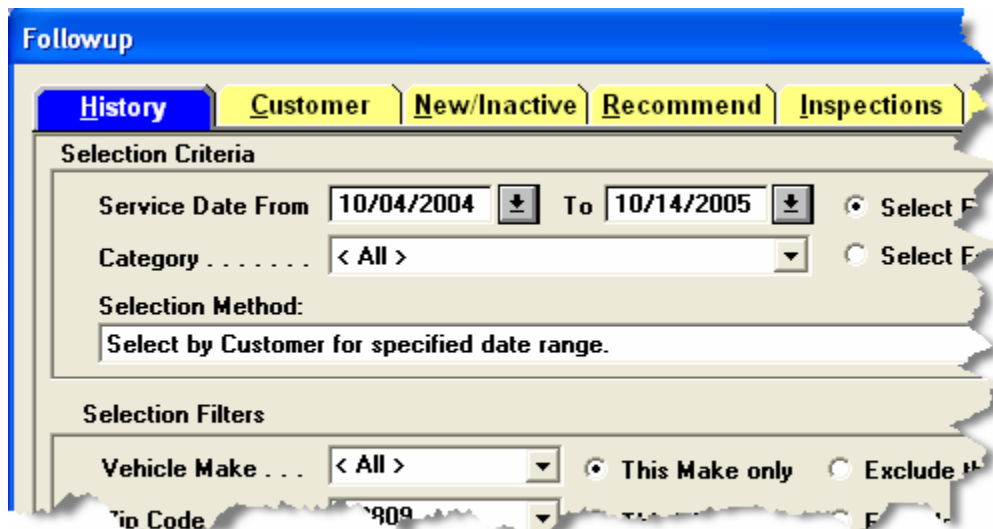
Using MailMege with Manager and ManagerPlus

Open the Management software **Report Selections** dialog and run the report *MM – Manual MailMerge Generation found under the Client tab.



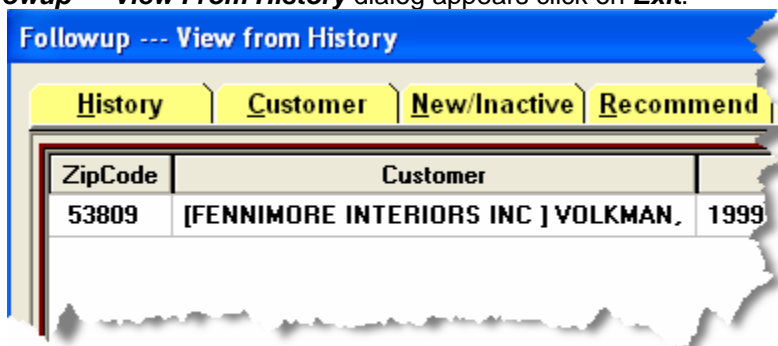
Follow Up Report Window

In the **Followup** dialog select any **Selection Criteria** that will yield results and click on the **Search** button.



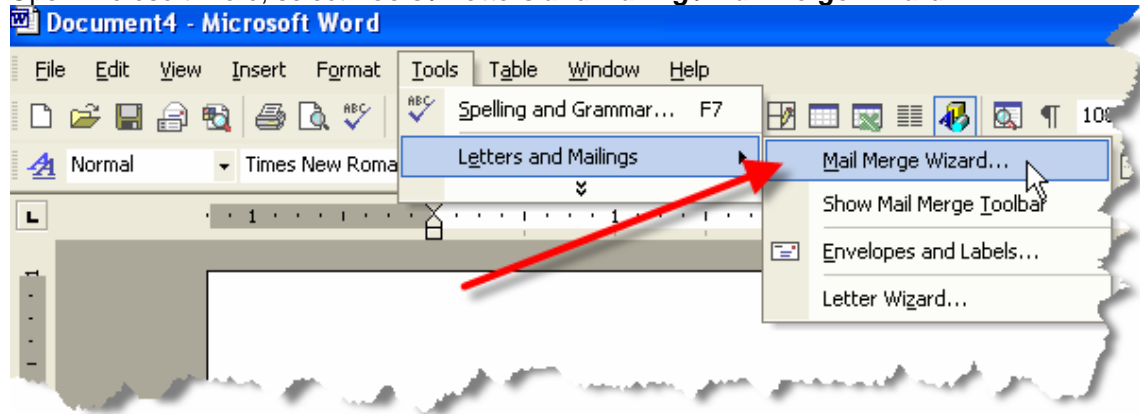
Selection Criteria

When the **Followup --- View From History** dialog appears click on **Exit**.



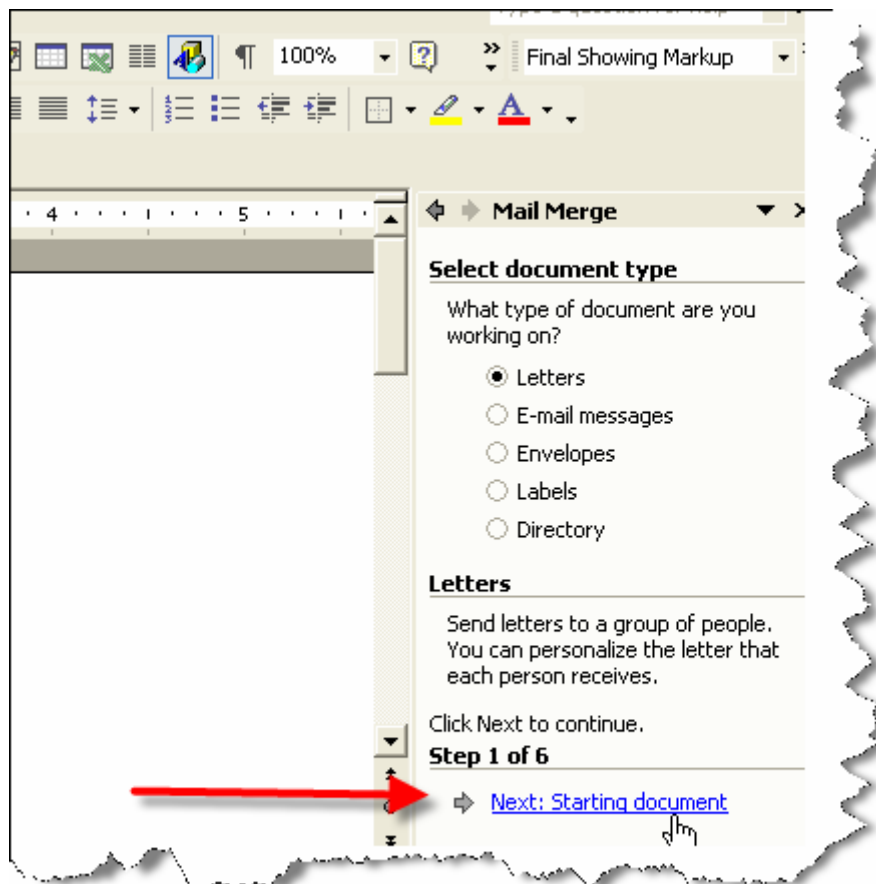
Followup -- View From History

Open Microsoft Word, select **Tools / Letters and Mailing / Mail Merge Wizard...**

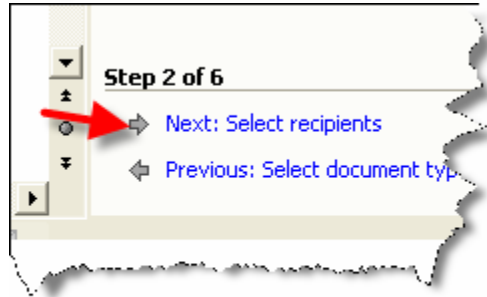
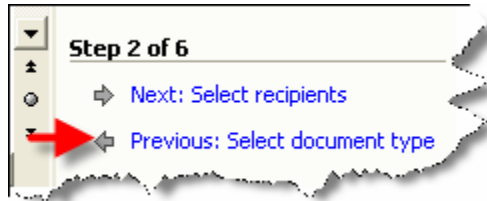


Word - Selecting MailMerge Wizard...

Select **Next: Starting Document**



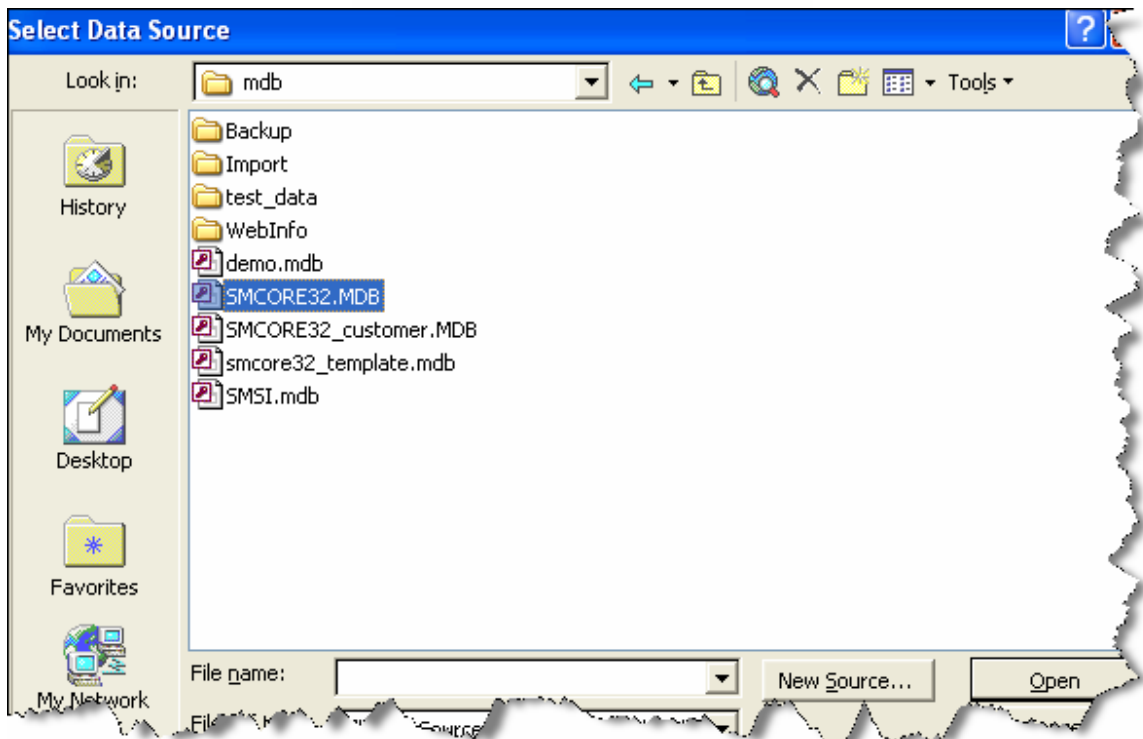
MailMerge Starting Document



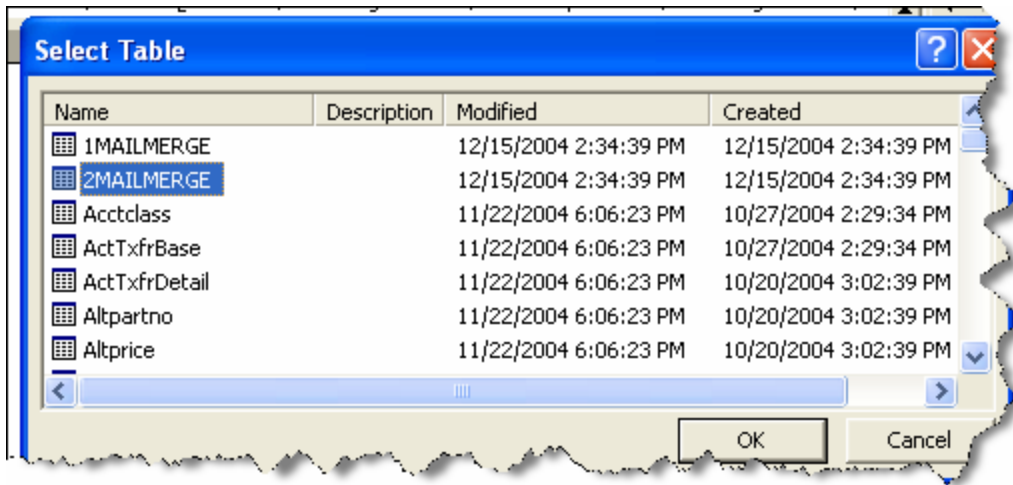
Recipients



Browse



Browse and select SMCORE32.MDB



Select 2MAILMERGE