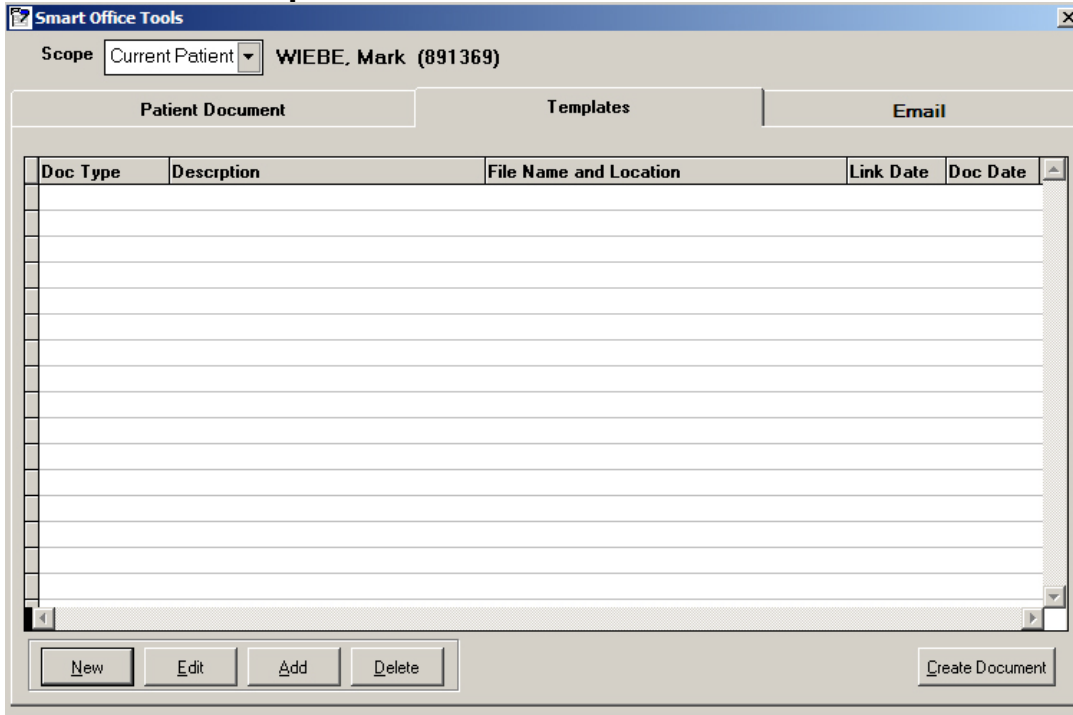


SmartSeries Mail Merge Instructions

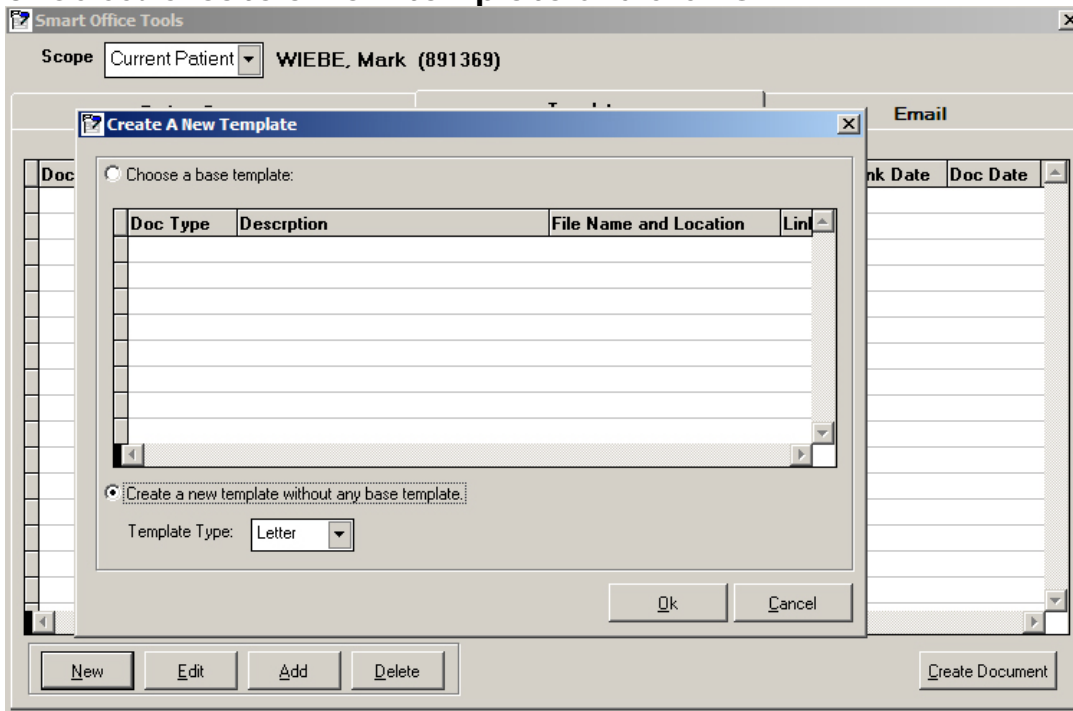
1. Click on the **Smart Office Tools** icon.



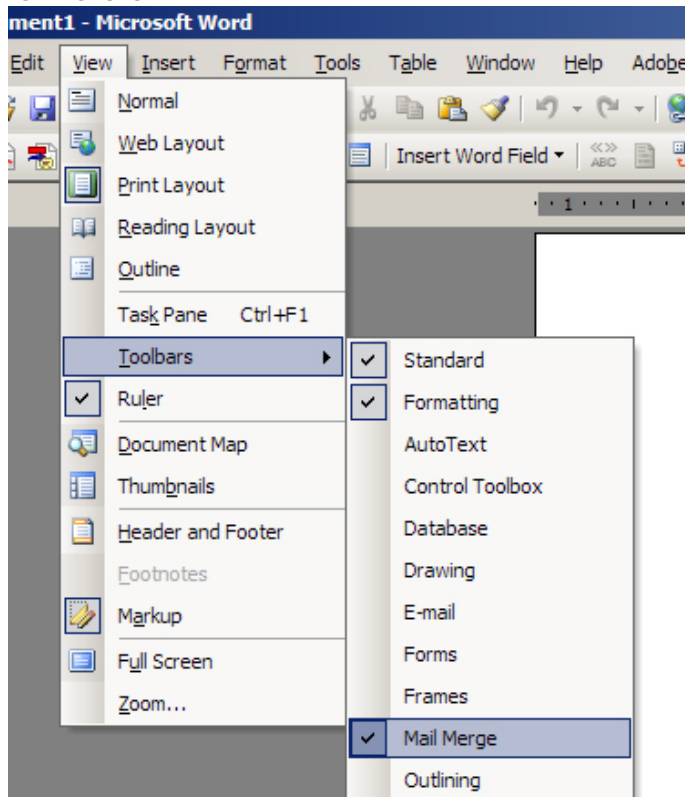
2. Go to the **Templates** tab and click **New**.



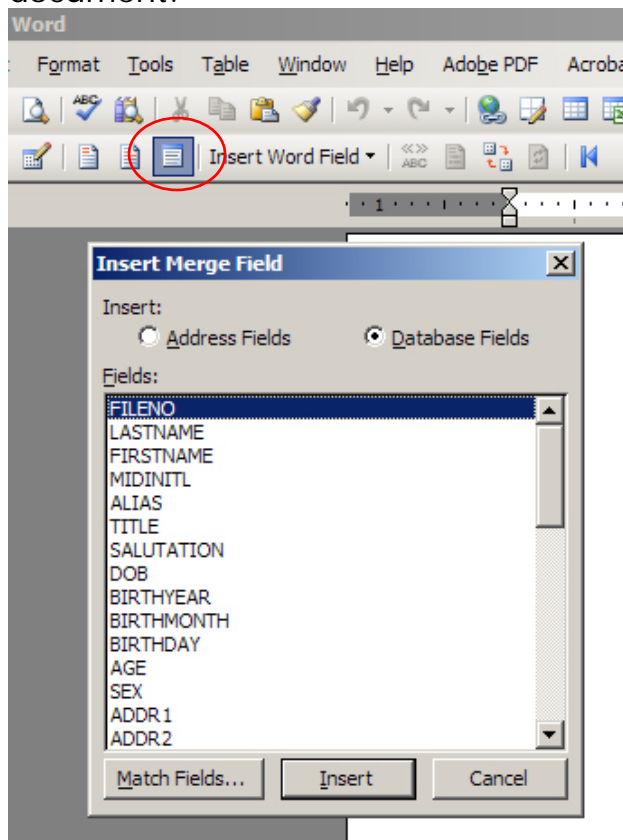
3. Select **Create a new template** and click **OK**.



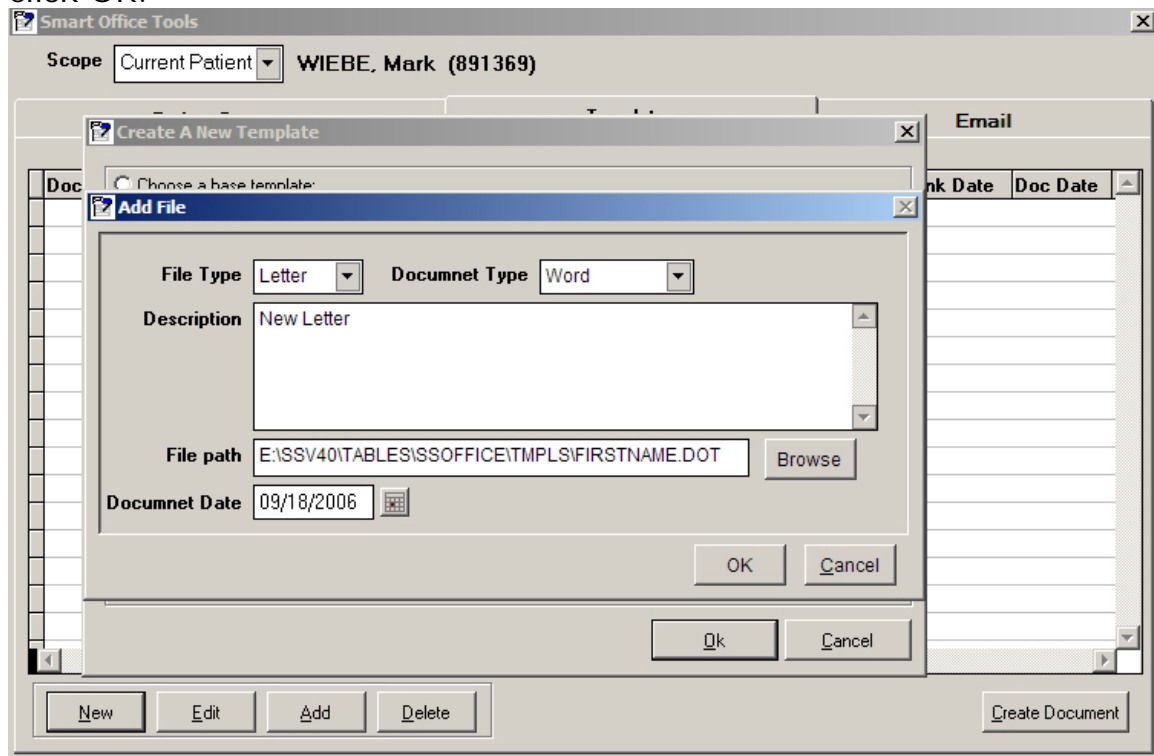
4. Word will open a new document. Make sure the Mail Merge toolbar is visible.



5. Click the **Insert Merge Fields** icon and select the Merge Fields from the list. When your template is finished, close and save the document.



6. Browse to your saved document, fill in description and type and click OK.



7. Click **Create Document** to run the Mail Merge. You have the option to run it for the current patient only, all patients, or from a query using the Query Designer.

