

## MAIL MERGE LEASE INSTRUCTIONS

Open the lease agreement document.

On your menu bar, click on Tools/Letters and Mailings/Mail Merge Wizard.

On the right of your screen, you will find Steps 1-6 walking you through the mail merge process.

At the bottom, it will tell you what step you are currently at:

Step 1 – At the bottom, click on Next: Starting documents

Step 2 - At the bottom, click on Next: Select receipts

Step 3 - Under the “Use an existing list” Section, click on Browse. Windows explorer will open, double click on “Missouri Lease Data Base”

With the database open, you will see tenant information from any prior leases you have prepared. Choose Edit. You may delete any existing entries if you like. If you want to save them, click on new entry and enter your current information.

Continuation of Step 3 – click on Next: Write your letter

Step 4 – At the bottom, click Next: Preview your letters. This function will insert the information from your database.

Step 5 – At the bottom, click: Complete the Merge.

Step 6 – Under the “Merge” section, click on print for your printing options.

Under this section, you may choose “Edit individual letters” if you would like to make changes to the document.

Note: A copy of the mail merge lease is attached with the merge fields highlighted. In paragraph 4, the itemized monthly charges are not aligned. It is okay at this point. When you put in your dollar amounts, they will align. You may also view this under Step 4.