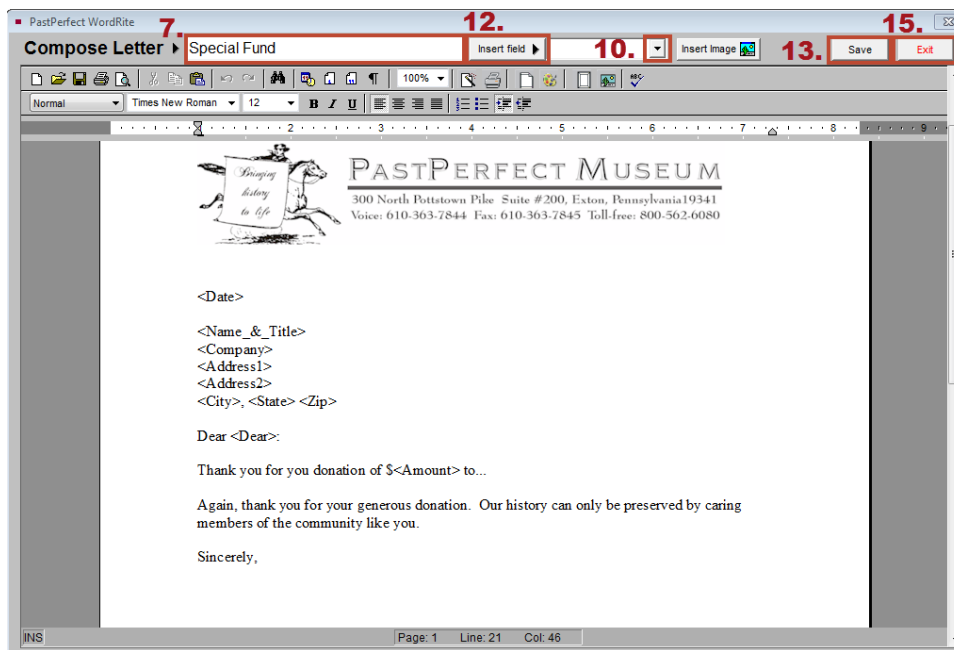


10. Select the down arrow to the right of the Insert Field box, and use the scroll bar to view the list.
11. Click on the desired field.
12. Click Insert Field. The field name will appear in angle brackets.

TIP: Any punctuation should be added before or after the angle brackets, not within them.

13. Once you are happy with your letter, click Save.
14. When it indicates that your letter was saved, click OK.
15. Click Exit to return to the Setup Contacts screen.



16. Click Exit again to return to the Main Menu.

If you have any questions, please contact our Support Office at 1-800-562-6080 or email support@museumsoftware.com. Thank you for using PastPerfect!