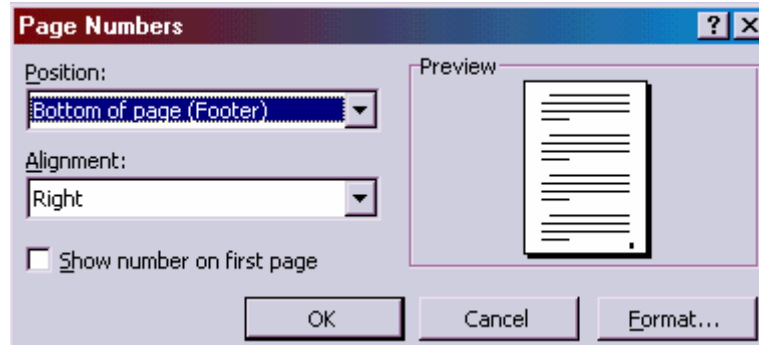




## Inserting Page Numbers and Text

Insert >Page Numbers



From here we can position the page numbers either to the top or bottom of the page.

We can also choose the alignment to the left, right, centre, inside, outside

By clicking on Format, we can decide the style of numbers, letter Roman numerals etc.

## Mail Merge and Master Letter

Planning is the vital part of any Mail Merge operation. Always think of the end product and format including the “field’s” needed and the content of the “Master Document”

### Tips on planning a data source

Allow enough data fields for the data records with the most information.

Some clients on a mailing list might have more address information than others for example, a business name, a department title, and up to three lines for the address. In a data source, however, all the data records must have the same number of data fields. If a data record doesn't have a particular category of information, leave the field blank for that record.

Information you want to sort by, for example, city, state, postal code, or.....