

## Custom Letter Setup

Top Section: Court – Parking – V.A.

Side Button: Lookups / Settings

The screenshot shows a window titled "LawTrak - Workstation - BUBBA'S POLICE DEPT - MANAGER FUNCTIONS OPEN". The window contains a form for setting up custom court letters. At the top, there are fields for "Agency:" (01), "Letter Name:" (TESTLETTER), and "Background:" (DEFAULTLETTER). Below these is a section for headers and footers with 10 numbered fields. The first five fields are populated with address information: 1: Municipal Court, 2: 123 Main Street, 3: Florence, SC 29501, 4: (843) 393-7800 - Fax (843) 393-1798, and 5: (empty). Fields 6 through 10 are empty. Below this is a section for the letter body with a text area containing merge fields: <<<Full Name>>>, <<<Address>>>, <<<City>>>, <<<State>>>, <<<Zip Code>>>, <<<First Name>>> <<<Last Name>>>:, and Your Trial Date has been moved to <<<Trial Date - Long>>>. At the bottom, there are buttons for "Preview Letter", "Previous", "Next", "Browse", "Edit", "Add", "Delete", "[Esc] - Exit", "Save", and "[Esc] - Revert". The status bar at the bottom shows "Customcourtletters (c:\nbspolice\ltdata\customcourtletters.dbf)", "Record: 15/15", "Record Unlocked", and "NUM".

The Custom Letters can be found in many sections of the program. They allow the user to set up mail-merge documents for various types of letters to send out to defendants, attorneys, jurors, victims, etc. Each module has the mail-merge fields unique for that module, but all letters are created basically the same way.

## Adding a New Letter

This image shows a close-up of the "Letter Name:" and "Background:" fields from the screenshot above. The "Letter Name:" field contains the text "TESTLETTER" and the "Background:" field contains the text "DEFAULTLETTER".

When you add a new letter, you will need to create a Letter Name. There should not be any spaces in the letter name. Some Custom Letters will also allow you to select a background. If you have a specialized background that was made up specifically for your agency, you can replace the Background name with that specialized background name. If you are unsure whether or not you have a customized background, please call LawTrak Support.

**Assign up to 10 fields for headers and footers.**

1:	Municipal Court
2:	123 Main Street
3:	Florence, SC 29501
4:	(843) 393-7800 - Fax (843) 393-1798
5:	

Depending on the background, you may have to fill in certain header / footer fields. The DEFAULTLETTER background can have up to six (6) lines for a letter head, and it automatically includes today's date. You don't need to fill in every header or footer line,

and if you have a special background, these header/footer fields may correspond to something entirely different.

There is usually a drop-down box of some kind near the bottom of the screen. This drop-down contains all of the fields that can be merged into the letter. Depending on which module you are in, your choices will be different.

**Fill in the body of the letter. Select the merge fields from the drop-down options. Press Shift+F1 to place merge field. Spacing will be different on the letter than you see on this screen. Make sure you preview the letter.**

Depending on which mail-merge letter setup you are in, there will be instructions on how to get the drop-down field into the mail-merge letter. In this case, place the cursor where you want in the letter and press Shift+F1. Some other screens instruct you to press <Ctrl>+V.

**Body:**

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<<<Full Name>>>
<<<Address>>>
<<<City>>>, <<<State>>> <<<Zip Code>>>

<<<First Name>>> <<<Last Name>>>:

Your Trial Date has been moved to <<<Trial Date - Long>>>.

```

The merged field will be surrounded by <<< >>> signs. The fields can be placed anywhere in the body of the letter you wish.

*Municipal Court  
123 Main Street  
Florence, SC 29501  
(843) 393-7800 - Fax (843) 393-1798*

08/29/2012

JOHN SMITH  
123 MAINST  
FLORENCE, SC 29501

JOHN SMITH:

Your Trial Date has been moved to TUESDAY, JANUARY 1, 2013

Once you have the letter formatted the way you want, press Save. In most cases, you will be able to Preview the letter to make sure it looks the way you want it to look. If you want to change the layout, edit the letter until it looks correct.