Salary Notice using New Contract

** Once new details are in NEW CONTRACT, salary notices can be made using the Report option on the grid.
**Salary notices must be completed prior to "Activating" new contracts. Once activated, they will be removed from the New Contract grid.

1. Using the "More" button, add/remove the details needed for the salary schedule notice
2. Click on "Report" & change the "Format" to "Excel-Data"
3. Generate the Report
4. Format the spreadsheet for numbers, characters, rounding, etc.

MAIL MERGE

1. Open a blank document in Microsoft Word.
2. Click on the "Mailings" tab.
3. Select the "Start Mail Merge" command
4. Select the "Step by Step Mail Merge Wizard". There are 6 steps that must be completed in this wizard.
• Select the type of document you want to create. In this example, select "Letters".
• Click on "Next: Starting Document" to move to step 2.
• Select starting document. In this example, select "Use the current document".
• Click on "Next: Select Recipients" to move to step 3.
• Select recipients. In this example, select "Use an existing list".
• BROWSE to the list you just created in SAFARI.
• Select "Query from USPS" & click "OK"
• Select "Next: Write your letter" to move to step 4.
• Use the items on the right to create your letter. Use "More Items…" to access individual entries. Insert as needed.
   • Some fields may need to be mapped
• When complete, click on "Next: Preview your letters" to move to step 5.
• Use the forward & back arrows to view recipients.
• When finished, click "Next: Complete the merge" to move to step 6.
• At this point, you can print, edit individual letters, or save your work.