

# How Do I...

## Change my Envelopes and Letters?

### Problem

I have a Thank You letter and envelope that are using the Salutation instead of Label name. In addition, I'd like to update my letter with a new message.

### Solution

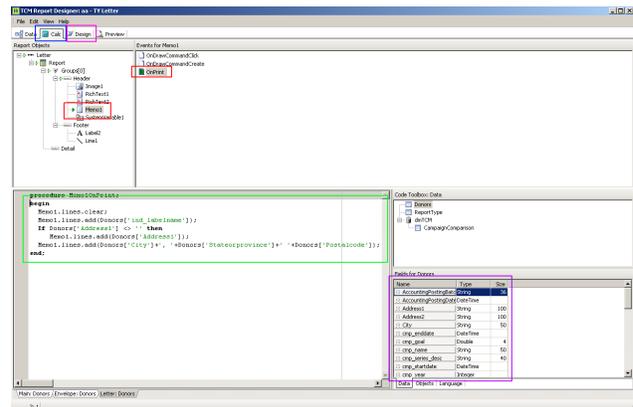
By modifying a simple formula, we can change the envelope to use any field we like. In addition, we can update the letter to use new text and even additional TCM fields.

### Process

#### Changing the text on my Envelope

Envelopes use Memo Boxes to display name and address. The information is built using a formula.

1. In the report, click on the Calc tab [BLUE].
2. Find a field called Memo 1 [RED] and the event called *OnPrint* [RED]. Upon clicking on *OnPrint*, it will show a formula [GREEN].



While the formula contents may be different depending on the letter and envelope, it will look something like this:

```
begin
Memo1.lines.clear;
Memo1.lines.add(Donors['ind_salutation']);
If Donors['Address1'] <> '' then
Memo1.lines.add(Donors['Address1']);
Memo1.lines.add(Donors['City']+', '+Donors['State']+ ' '+Donors['Zip']);
end;
```

3. In this example, LabelName should be used instead of Salutation, on the third line of the example formula, ind\_salutation is entered. This represents the current Salutation.
4. To change the field, simply type in the desired field. The values on the right hand side [PURPLE] of the screen represent the available fields. In this example, the third line will look like this:

```
Memo1.lines.add(Donors['ind_labelname']);
```

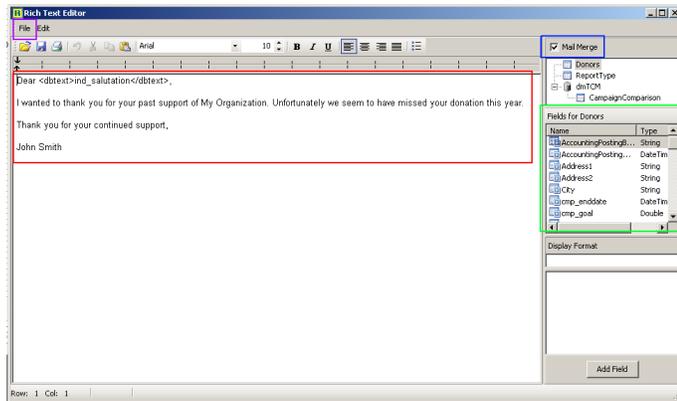
*DONORS* represents the dataset. The square brackets and single quotes enclose the field name. These are required for the process to know that *ind\_labelname* is a dataset field.

5. Return to the Design tab [PINK] and then the Preview tab to see the new addressee.

# How Do I...

## Changing the Letter

RichText Boxes are multi-line text boxes that store Rich Text. Rich Text is a standard that allows formatting as well as fields to be stored and presented in-line in a larger format than a traditional field would allow. In this sample, the Rich Text Editor looks similar to a small word processor. The Rich Text standard actually started as a word processor engine 30 years ago. At this point the format is relegated to small universal files, but since it is a small lightweight format it's also used in situations like this.



1. Right click on the letter and choose *Edit*.
2. Edit the text [RED] as desired.
  - a. The letter can be treated as a "Mail Merge". From the right side of the screen, fields can be added. To add them, the Mail Merge check box [BLUE] on the top right of the screen should be checked.
  - b. Once checked, double click or type fields [GREEN] into the text.
  - c. The example above shows:

Dear <dbtext>Ind Salutation</dbtext>,

When the report is printed, the text in the letter will show:

Dear Mr. and Mrs. John Smith,

3. Once the letter is complete, go to *File, Close* and then *Save* [PURPLE]. Instead of saving to file, it will save into the main report.

In the letter to the left, there are two RichText boxes [RED] and a Memo box [BLUE] similar to a Memo found on an envelope.

