

STIOffice – Using Letters with Word 2007

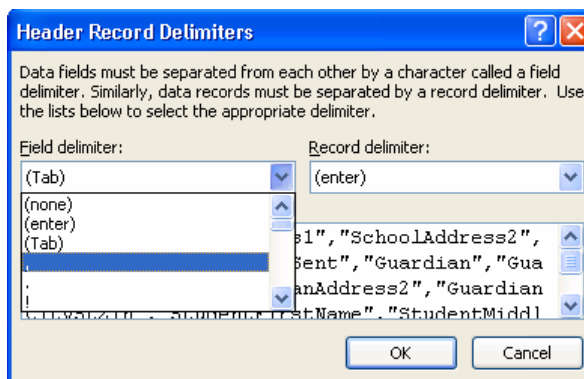
About this Document

Letters in STIOffice are generated in conjunction with Microsoft® Word. Users with Microsoft Word 2007 will need to perform a few additional steps when working with letters. This document provides the additional steps necessary when creating, editing or printing letters in STIOffice using Microsoft Word 2007.

Printing Existing Letters

In order to print existing letters in STIOffice, such as those created using Word 2003 or prior versions, the user will be prompted to specify the *field delimiter* to be used.

- In the *Field delimiter* drop-down list, select the **comma** option as shown in the screen shot below and then click **OK**. The letter will then print successfully.

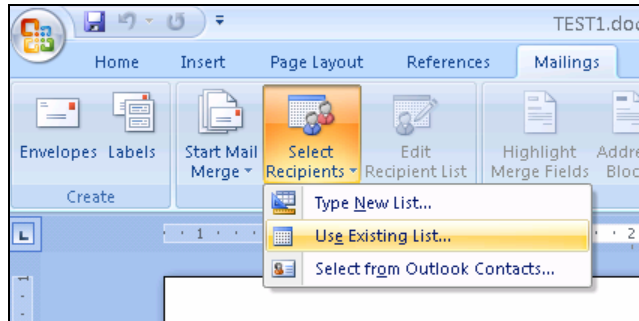


Creating New Letters and Editing Existing Letters

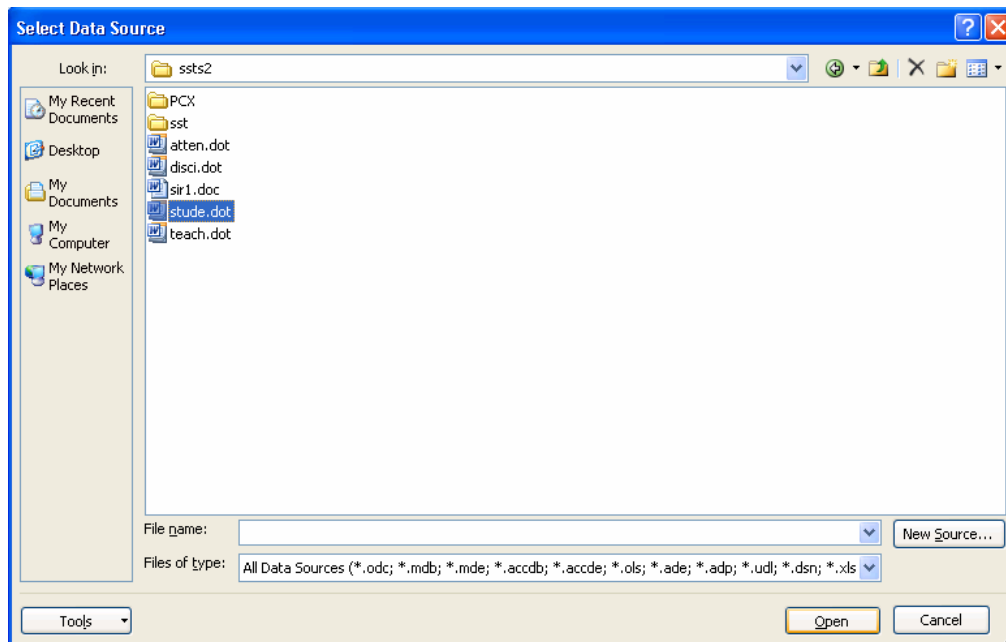
Several additional steps are required to create new letters or edit existing letters in STIOffice using Word 2007.

After the user clicks the **Letter** button in STIOffice to initiate either process, Word 2007 will launch.

- On the *Mailings* tab, in the *Start Mail Merge* group, click **Select Recipients**.
- Select the **Use Existing List...** option.



- Navigate to the STIOffice data directory, which is usually called *SSTS2*.
- Select the appropriate *Word template*, depending on the type of letter being created or edited. For example, if creating a student letter, select the **stude.dot** file.
- Click **Open** to proceed.



- The Word template files that correspond with the various types of letters are as follows:
 - Attendance: **attend.dot**
 - Discipline: **disci.dot**
 - Student: **stude.dot**
 - Teacher: **teach.dot**
- On the *Mailings* tab, in the *Write & Insert Fields* group, click **Insert Merge Field**. Merge fields may now be selected from the list and the document may be created or edited as usual.

