Create a Custom Letter Template

1. Click the [Templates] button in the ribbon at the top of the program window
2. Enter a name for your template, like "Missing Door Violation", then click [OK]
3. The Letter Template form opens
4. In the "Letter Body" text area, type the following without quotes: "`Dear `"
5. In the Addressee field combo box, type or select: `Full Name`
6. Click on the button [Insert Addressee Note]
     - The "Letter Body" text should now show: *Dear {{Full Name}}*
     - Text inside double curly braces ("{{...}}") will be replaced with addressee information.
     - The cursor is placed at the end of the insertion point
7. Type a comma then press Enter on the keyboard
8. Type `Tax Map:`
9. In the Addressee field combo box, type or select: `Tax Map`
10. Click on the button [Insert Addressee Note]
     - The "Letter Body" text should now end with the following line: "Tax Map: {{Tax Map}}"
11. Select the "Tax Map" line then click on the right-align box in the Text Formatting ribbon group
12. Continue entering additional text in the "Letter Body" box until it looks like the following:

> Dear {{Full Name}},
>
> 　　　　　　　　　　　　　　Tax Map: {{Tax Map}}
>
> **Chapter 231 Exterior Doors**
> It has come to our attention that your residence is missing one or more exterior doors.
>
> Fine: **[[Fine Amount Per Door:$50]] per door**
> Number of missing doors: **[[Missing Door Count]]**
> Total Fine: **[[Total Fine Amount]]**

A Few Notes to Keep in Mind

- A single notice may be sent to multiple addressees.
- Info in double-square brackets (''[[...]]'') will be the same for all addressees who receive a notice.
- Info in double-curly braces (''{{...}}'') will be different for each individual letter of a notice.
- It may be helpful to think of the relationship among templates, notices, and letters as a hierarchy:
     - **Template**: the foundation for creating letters
         - **Notice**: an instance of a template, it will create one letter for each of its addressees
             - **Letter**: an instance of a notice; all the notice field info will match (''[[...]]'') but the addressee info (''{{...}}'') will vary from letter to letter

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