**PRINTING INTEGRATED WORD APPOINTMENT LETTERS FROM LEDGER**

**(These are letters that are set up with a data source of “appointment”)**

* Select patient from your appt ledger – do NOT retrieve patient record.
* Right click on name – select “print” and “integrated word appointment letter”.



* Select appropriate template from the dropdown lists.



* This will open the letter template in a word document which you can edit and type into.
* Once you are happy with the contents of the letter, select “Merge and Print”.

