

## **IDM Farm Manager Form Letter to an Individual or Group**

### **Individual Form Letter**

1. Open the Word Processor and create the letter to Mail Merge to your contacts (or you may skip this step and use an existing form letter, proceed to step 4)
2. Click “File”, “Save”, select “Form Letter”, select a category, give the letter a name and then click OK.
3. Close the Word Processor
4. Open the Contact module
5. Click on the “Write” menu, Click “Form Letter”
6. Select the letter in the list you want to merge to
7. Click OK
8. Click the printer icon on the toolbar or click “File” and then “Print”

### **Create the group of clients to send to:**

1. Open the Contact module
2. Click “Tools”, “Group” and “Search by Example”
3. Click in the search field you want to mail to (i.e. Farm Name, Category, Company etc.) and type the name to look for.
4. Click Begin Search
5. Name the Group
6. Check the box “Save Group Definition”
7. Click “OK”

### **Sending a letter to saved group:**

1. Open the Word Processor and create the letter to Mail Merge to your contacts (or you may skip this step and use an existing form letter, proceed to step 4)
2. Click “File”, “Save”, select “Form Letter”, select a category, give the letter a name and then click OK.
3. Close the Word Processor
4. Open the Contact module
5. Open the group to send to (Tools, Group, Saved Group)
6. Click “Write”, “Form Letter”
7. Click the group name you selected in the “Send to” option
8. Select the letter you created above and click OK
9. Click Yes, Letters will start printing
10. If you would like to print Labels or Envelopes just click the button you want and make appropriate changes and click OK. Otherwise just click “Neither”.

*Tip:* To pre-format any new letters, close all modules, Click “Tools”, Click “Setup Options”, Click Word Processor Defaults and select your desired settings, Click OK.

*Tip:* To format multiple or all existing letters at the same time, Close the IDM program, Open “My Computer”, double click on your C:\ drive, double click on the “ols” yellow folder and double click on the file “Ltrfmt32.exe”, select the letters to format or click “Format all Letters” make desired changes and then click OK.



CHICAGO TITLE