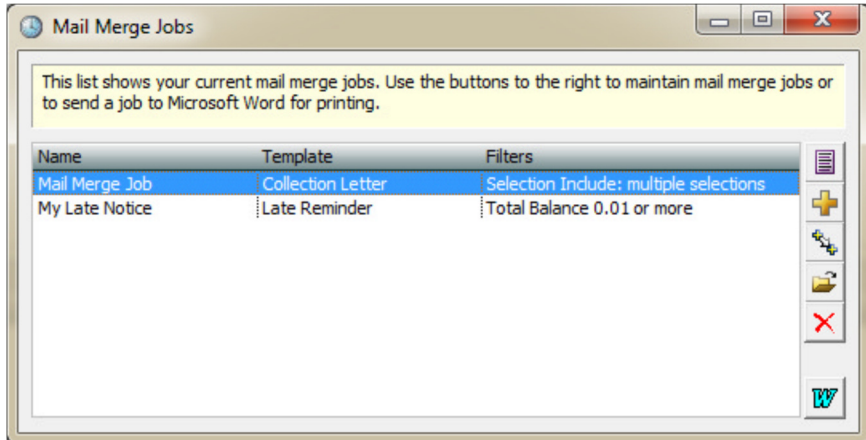


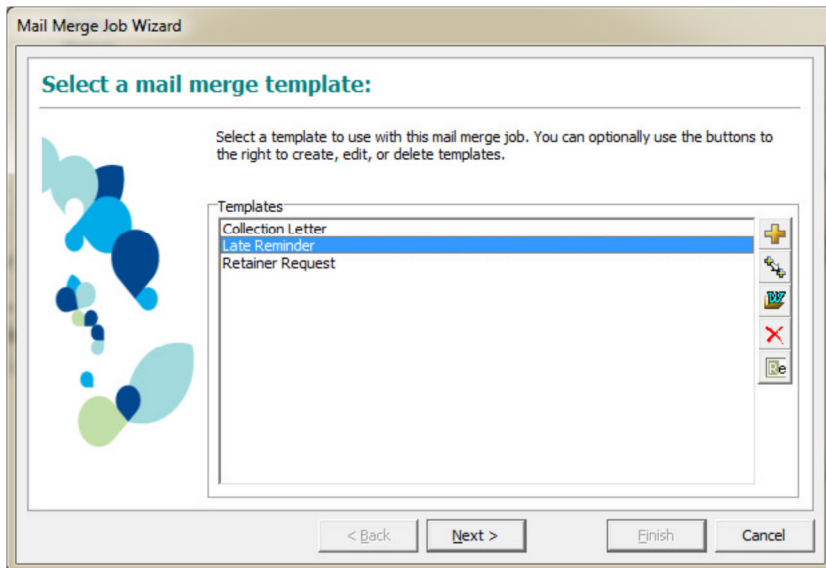
# What's New and Improved in Timeslips 2012?

## Printing Reports: Merging Client Information with Word documents

Timeslips 2012 allows you to print letters that include Client Information to Word. Select **Reports > Mail Merge** to open your list of saved mail merge jobs. Mail merge jobs are collections of settings that allow you to print the same letters using the same options month after month.

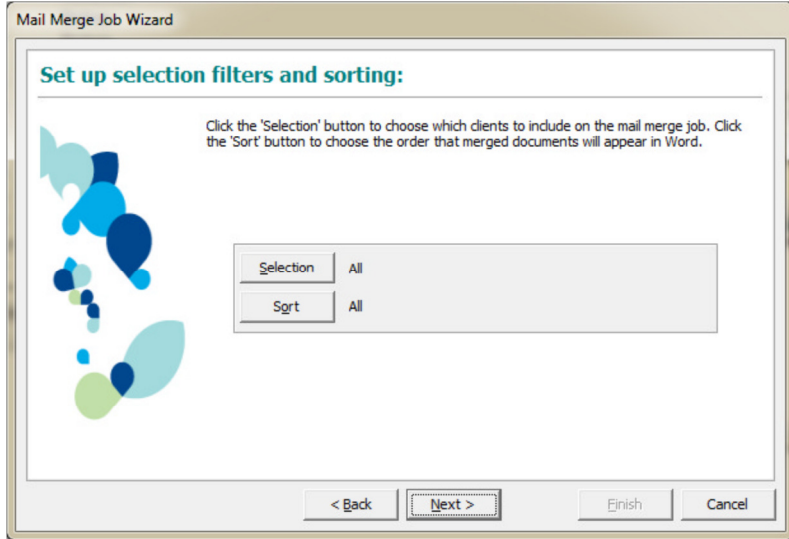


Use the buttons on the right to review the current Word mail merge templates available or maintain mail merge jobs. To print a new letter or set up a new job, click the + button on the toolbar. A wizard will help you set up the job.

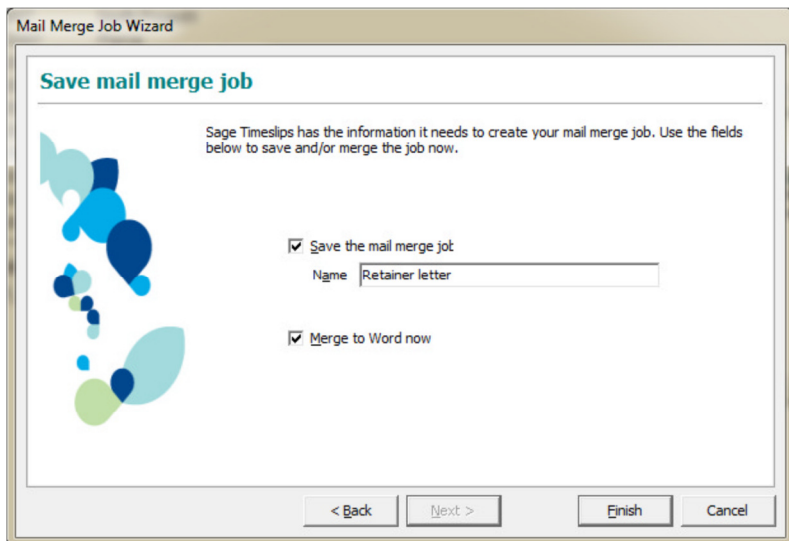


## What's New and Improved in Timeslips 2012?

This view of the wizard displays the Word templates available, so you can select one for this job. Timeslips installs some templates and you can add your own as well. Sage has tried to balance having a few useful templates, while keeping them general enough to fit most customers' needs. Like any other mail merge template, you can edit the Word file to better suit your business requirements.



This view of the wizard allows you to set up filters and sorting for the job.



Use this view of the wizard to save the job for future use or to print the job now.

If you have ever wanted to print retainer letter requests or Aged Accounts Receivable collection letters from your Timeslips database, this is the feature for you!

