

## Insert a Field in Correspondence

You can insert Headmaster data fields in new or existing correspondence in order to merge personal information with a form letter. For example, if you're typing a letter to all parents of 4K students, you can enter fields that'll merge the parent's name, mailing address, and student's name with your standard text.

1. On the Home screen, click **Correspondence**. Create a new letter or edit an existing letter.
2. Field names are located to the right of the editor in the Fields For dialog box. To insert a field name in the body of the letter, double-click the **Field Name** or click the name and **Insert Field**.
3. To save changes and close the editor, click **OK**.