Print Correspondence

After you create or edit correspondence, you can print a copy for each recipient. Once printed, HeadMaster prompts you to log the correspondence on the individual's Communication tab so you can reference it at a later time.

Prior to printing correspondence, you must:

- Create or edit the correspondence
- Filter the correspondence recipient list

1. In the Correspondence window, click **Print**.
2. In the Printer Name list, select a printer.
3. Select the option that best describes the pages you want to print.
4. Enter the number of copies of each letter you want to print. For example, if you enter 2, two copies of each letter will print.
5. Click **OK**.
6. The Log Printing/Email dialog box displays. Enter the correspondence information, and click **Save Log**.