# Create the data source

1. Use the following information to determine the fields needed for your data source and enter the records.
2. Save the data source as Class Info.



# Create the Main Document

1. Type the following main document and save it as Class Letter.
2. Save the merged document as Merged Class Letter.
3. Use the template below to create the main document.

<<Title» «FirstName» «LastName»

«JobTitle»

«Company»

«Address1»

«City»,

«State»

«PostalCode»

Dear «FirstName»

Thank you for enrolling in our class. All classes begin at 9 a.m. and end at 4 p.m.   We look forward to seeing you in our «Class» on «ClassDate».

Sincerely