

RE Mail Standard Course Outline

This course is designed for any user who needs to produce letters and other documents using RE 7 data. Explore the RE Mail module and master the mail merging function. Learn to produce labels, envelopes, acknowledgement letters, receipts and more. **A one-day class.**

Prerequisites: The Raiser's Edge® Constituent and Gift Data and RE Queries or equivalent experience.

Topics:

- ◆ Explore Export as a basis for a mailing
- ◆ Learn the simplest way to produce a single envelope or many envelopes
- ◆ Produce labels quickly and efficiently
- ◆ Discover 2 ways to produce Acknowledgement letters
- ◆ Learn to create an appeal letter asking for an increased donation
- ◆ Discover how to use Blackbaud's Simple Mail Merge
- ◆ See how easy it is to use a Conditional Mail Merge, sending different letters to different groups of people.
- ◆ Best Practices in Direct Response marketing & Postal Cost efficiencies
- ◆ Mail Merge / Data Clean-up tips for Office 2007/ 2010 Excel & Access

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