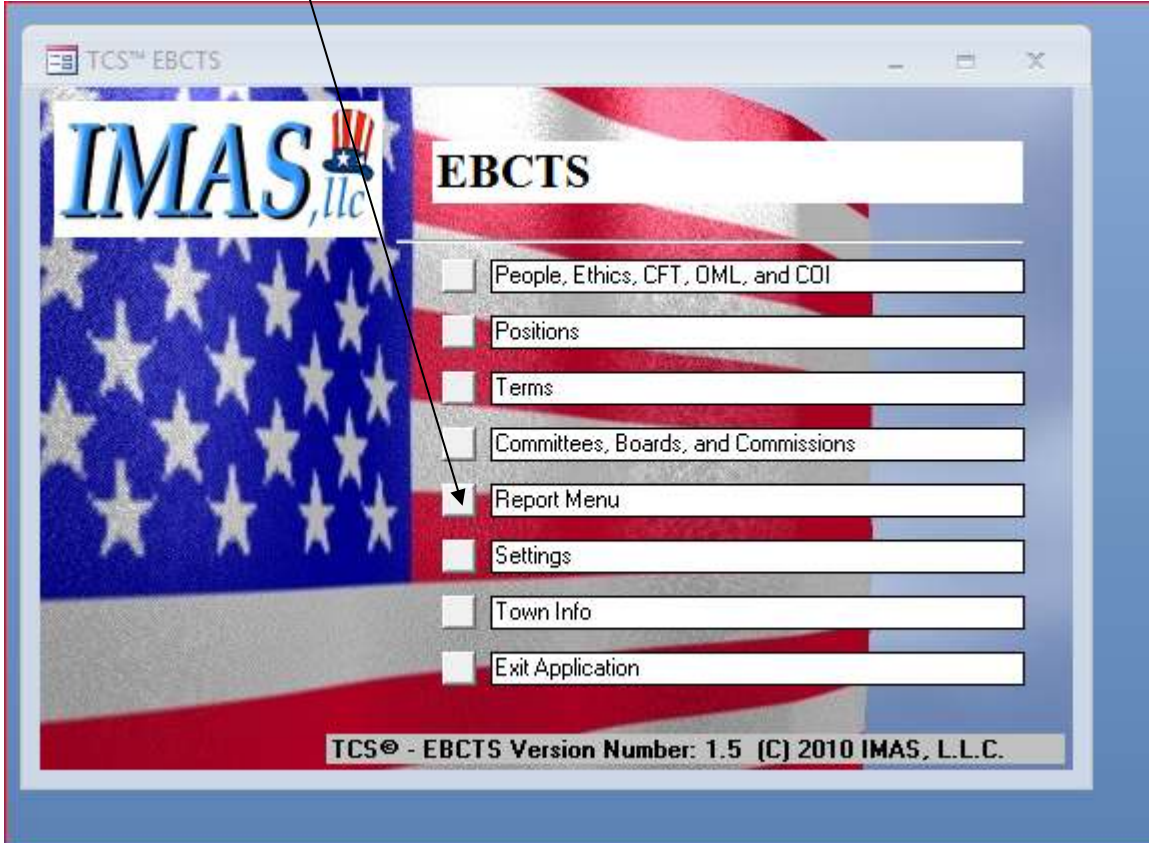


## Mail Merge Instructions

Click on "Reports Menu"



# Mail Merge Instructions

Enter "Appointment Expiration Date"

The screenshot shows a web application interface with various menu items and input fields. An arrow points from the text "Enter 'Appointment Expiration Date'" to a text input field in the "Reappointment Letters Mail Merge To Chairmen" section, which contains the date "06/30/2012".

Current Committee/Board Positions By People

Current Positions By Committee, Board, or Commission (1) Current Positions By Committee, Board, or Commission (All) Current Positions By Committee, Board, or Commission (2)

Info Cards By Committee, Board, or Commission

Ethics Training Report Date Trained From [ ] To [ ]

Campaign Finance By Year Year: [ ]

Conflict Of Interest Report Date Trained From [ ] To [ ]

Open Meeting Law Report Certification Received From [ ] To [ ]

People By Qualified Date Date Qualified From [ ] To [ ]

Reappointment Letters Mail Merge To Chairmen Appointment Expiration Date: 06/30/2012

Reappointment Report All Commissions Meeting Year: [ ]

Reappointment Report By Commission [ ]

Reappointment Letters Mail Merge Direct Letter

Reappointment Report To Board of Selectmen Appointment Expiration Date: [ ] Meeting Year: [ ]

Mailing Labels for Current Chairs

Vacancy Report Press List Export Active Position List to HTML Newspaper Ad Export

People Index By Name

All Justices of the Peace JP By Start Date JP Start From [ ] Start To [ ]

All Notaries Notaries By Start Date Issued From [ ] Issued To [ ]

Include Expired Terms

Close Clear

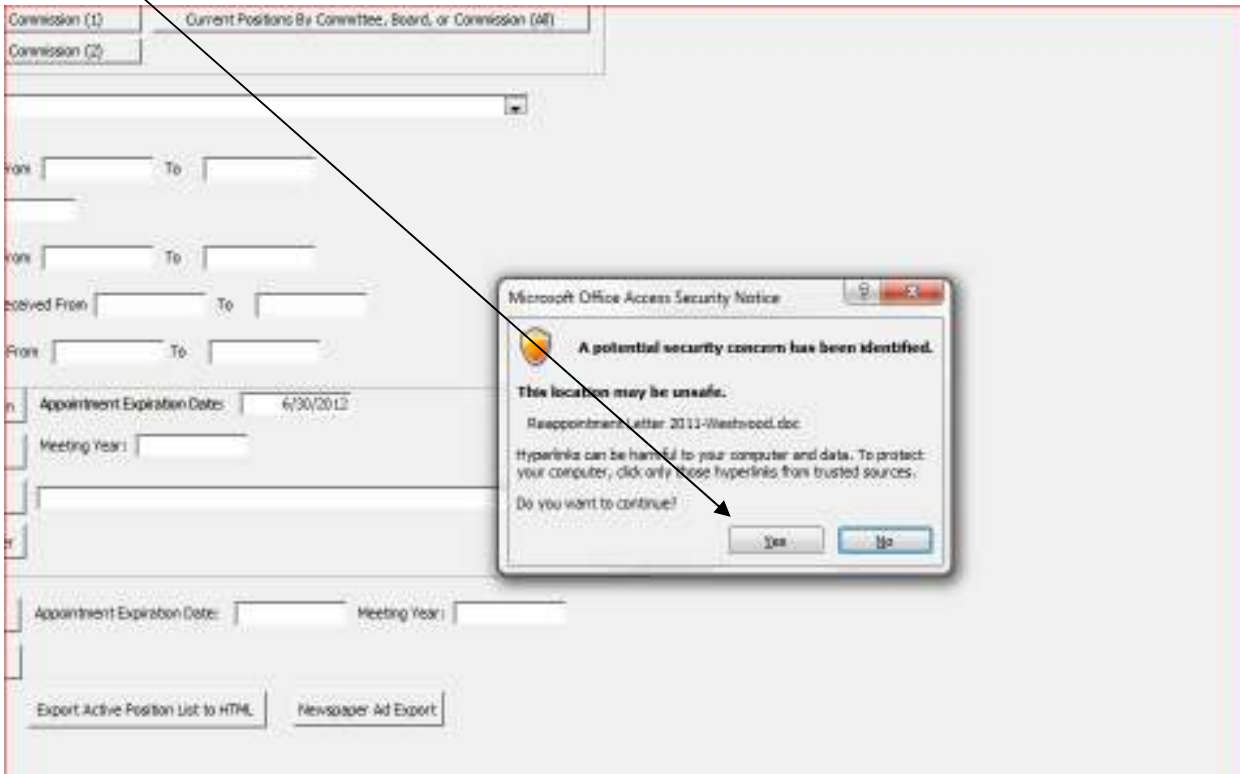
## Mail Merge Instructions

Select "Mail Merge Reappointment Letter" you require.

Current Committee/Board Positions By People	
▼	
Current Positions By Committee, Board, or Commission (1)	Current Positions By Committee, Board, or Commission (All)
Current Positions By Committee, Board, or Commission (2)	
Info Cards By Committee, Board, or Commission	▼
Ethics Training Report	Date Trained From <input type="text"/> To <input type="text"/>
Campaign Finance By Year	Year: <input type="text"/>
Conflict Of Interest Report	Date Trained From <input type="text"/> To <input type="text"/>
Open Meeting Law Report	Certification Received From <input type="text"/> To <input type="text"/>
People By Qualified Date	Date Qualified From <input type="text"/> To <input type="text"/>
Reappointment Letters Mail Merge To Chairmen	Appointment Expiration Date: <input type="text" value="6/30/2012"/>
Reappointment Report All Commissions	Meeting Year: <input type="text"/>
Reappointment Report By Commission	▼
Reappointment Letters Mail Merge Direct Letter	
Reappointment Report To Board of Selectmen	Appointment Expiration Date: <input type="text"/> Meeting Year: <input type="text"/>
Mailing Labels for Current Chairs	
Vacancy Report	Press List
Export Active Position List to HTML	Newspaper Ad Export
People Index By Name	
All Justices of the Peace	JP By Start Date JP Start From <input type="text"/> Start To <input type="text"/>
All Notaries	Notaries By Start Date Issued From <input type="text"/> Issued To <input type="text"/>
Close	Clear
<input checked="" type="checkbox"/> Include Expired Terms	

## Mail Merge Instructions

Click "YES"



# Mail Merge Instructions

Click on "Mailings"

Reappointment Letter 2011-Westwood.doc [Cor

Home Insert Page Layout References **Mailings** Review View Add-Ins


Cut Copy Paste Format Painter Clipboard

Times New Roman 18 A A Aa ab

AaBbCcI AaBbCcDdI AaBbCc

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1 2 3 4 5 6 7 8

 | **TOWN OF WESTWOOD**  
COMMONWEALTH OF MASSACHUSETTS  
**BOARD OF SELECTMEN**

Patrick J. Ahearn, Chairman  
Nancy C. Hyde, Clerk  
Philip N. Shapiro, Third Member  
Michael A. Jajiliet, Town Administrator  
Pamela Dukeman, Finance Director  
Ellen M. Hurley, Executive Assistant

Westwood Town Hall  
580 High Street  
Westwood, MA 02090  
781-326-6450  
fax 781-329-8030  
www.townhall.westwood.ma.us

May 10, 2012

«FirstName» «LastName»  
«Address»«Address2»  
«City», «State» «Zip»


Dear «FirstName»,

The Board of Selectmen is beginning the annual process of making appointments to many boards and commissions. The appointments we make each year allow the town to conduct a considerable amount of its business with the benefit of experienced volunteers.

We wish to thank you for your past service on the «CommitteeName». Our records indicate your term on this committee ends on June 30, 2012. In some cases, the term on a committee is for one year, while some are for as many as three years. At this time, we would like to know your interest in serving on the «CommitteeName» for another «TermLengthMember» year term. We will consolidate the feedback we receive from you and other appointees in order to determine reappointments, as well as openings for new appointments.

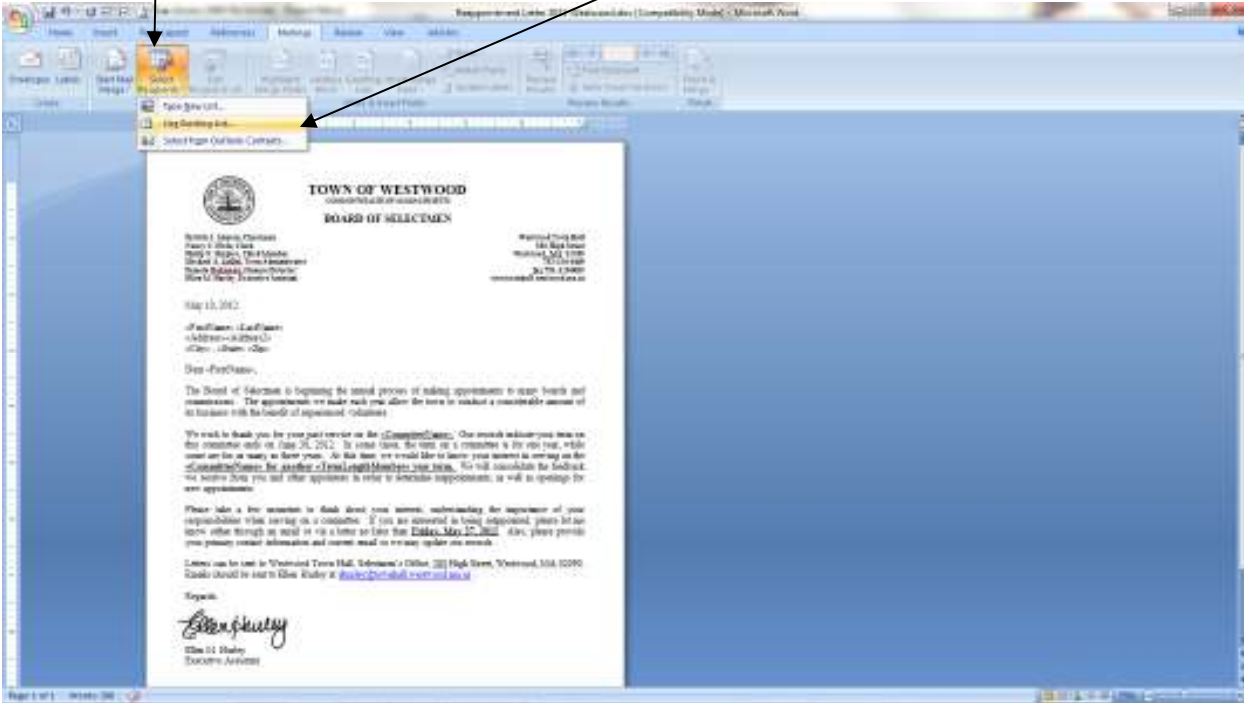
Please take a few moments to think about your interest, understanding the importance of your responsibilities when serving on a committee. If you are interested in being reappointed, please let me know either through an email or via a letter no later than **Friday, May 27, 2011**. Also, please provide your primary contact information and current email so we may update our records.

Letters can be sent to Westwood Town Hall, Selectmen's Office, 580 High Street, Westwood, MA 02090. Emails should be sent to Ellen Hurley at [ehurley@townhall.westwood.ma.us](mailto:ehurley@townhall.westwood.ma.us).

Regards,  


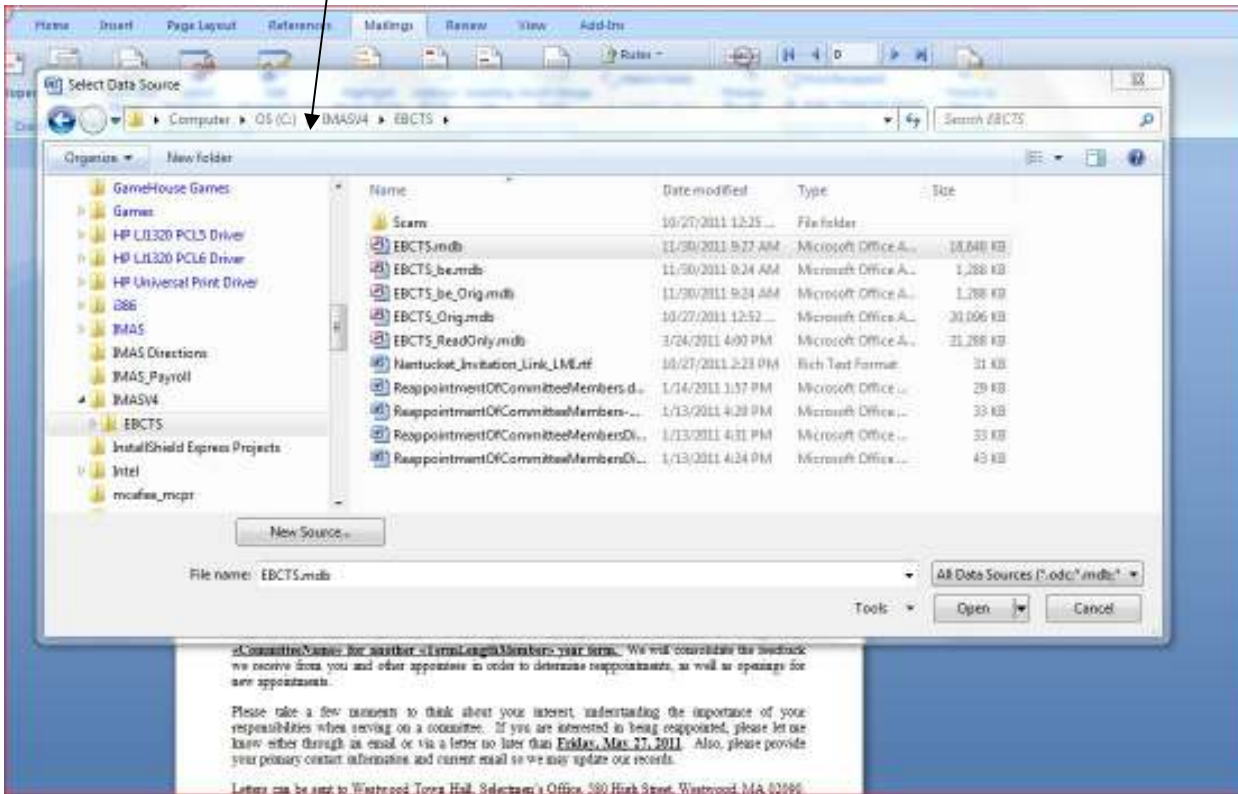
# Mail Merge Instructions

Click on "Select Recipients", then click on "Use Existing List"



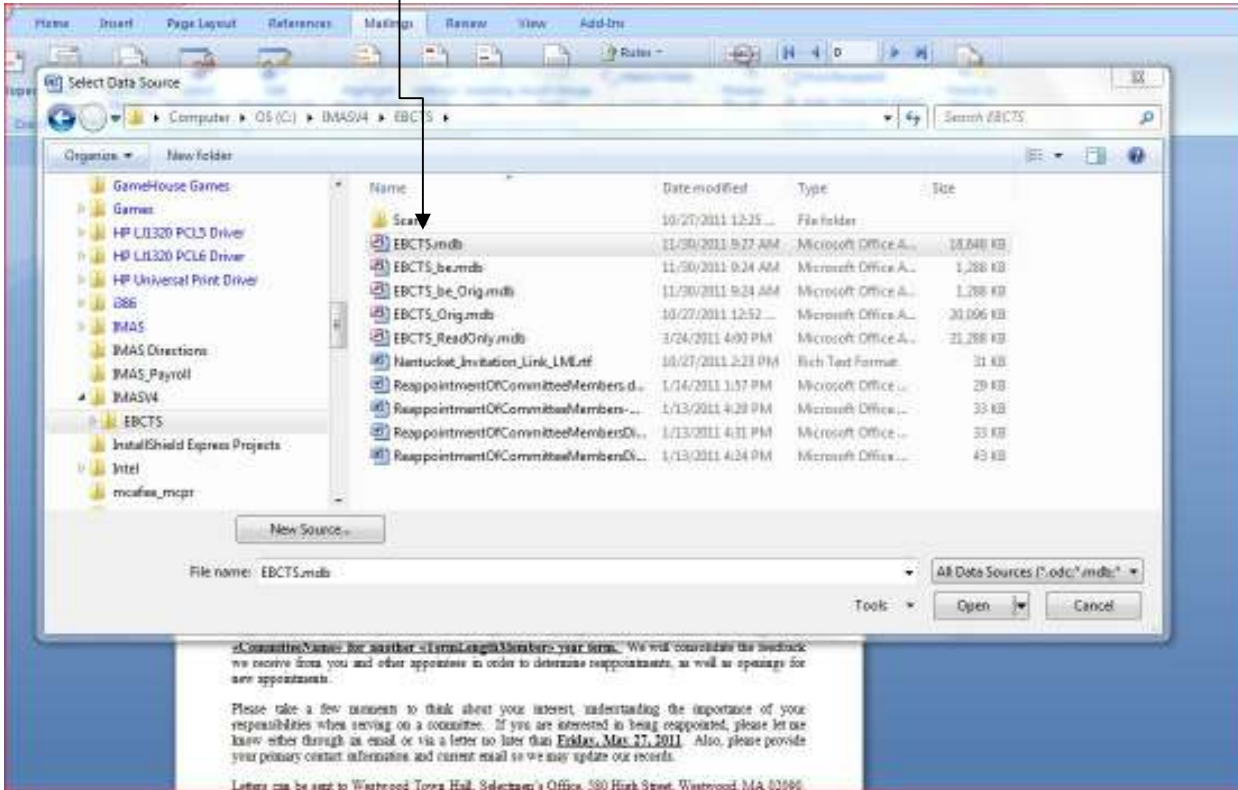
## Mail Merge Instructions

Go to EBCTS folder on YOUR C: drive



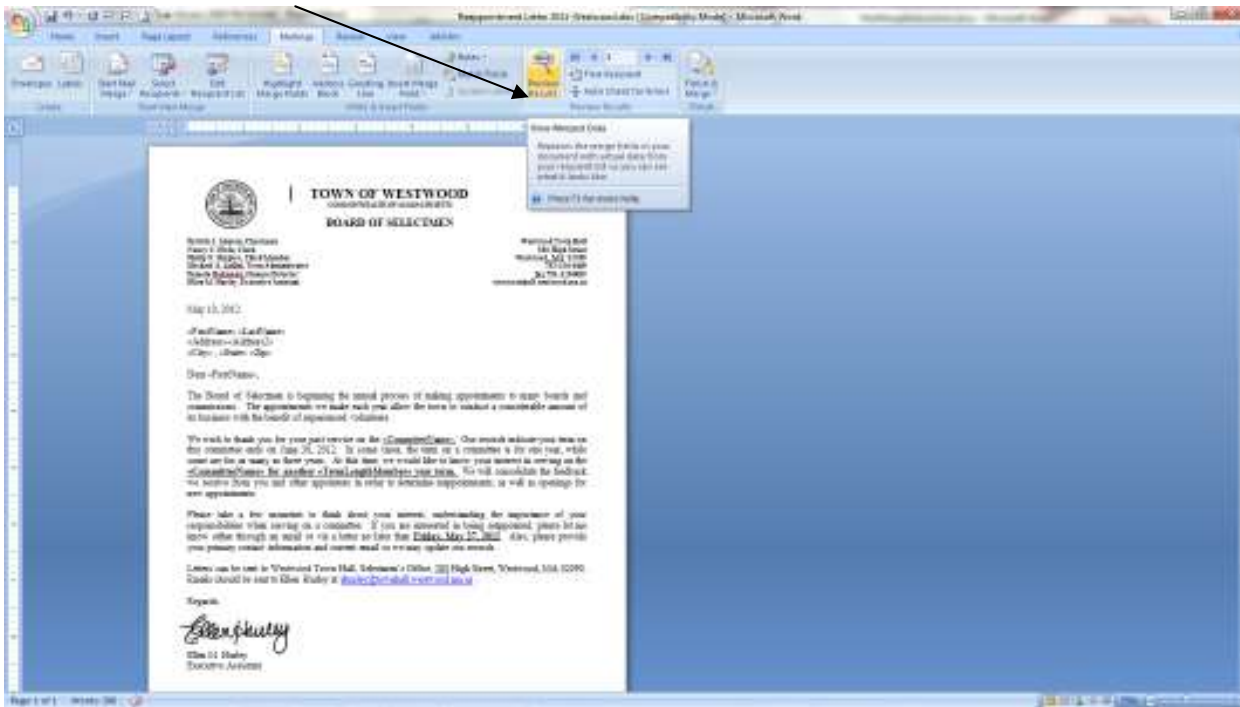
## Mail Merge Instructions

Select the front-end "EBCTS.MDB"

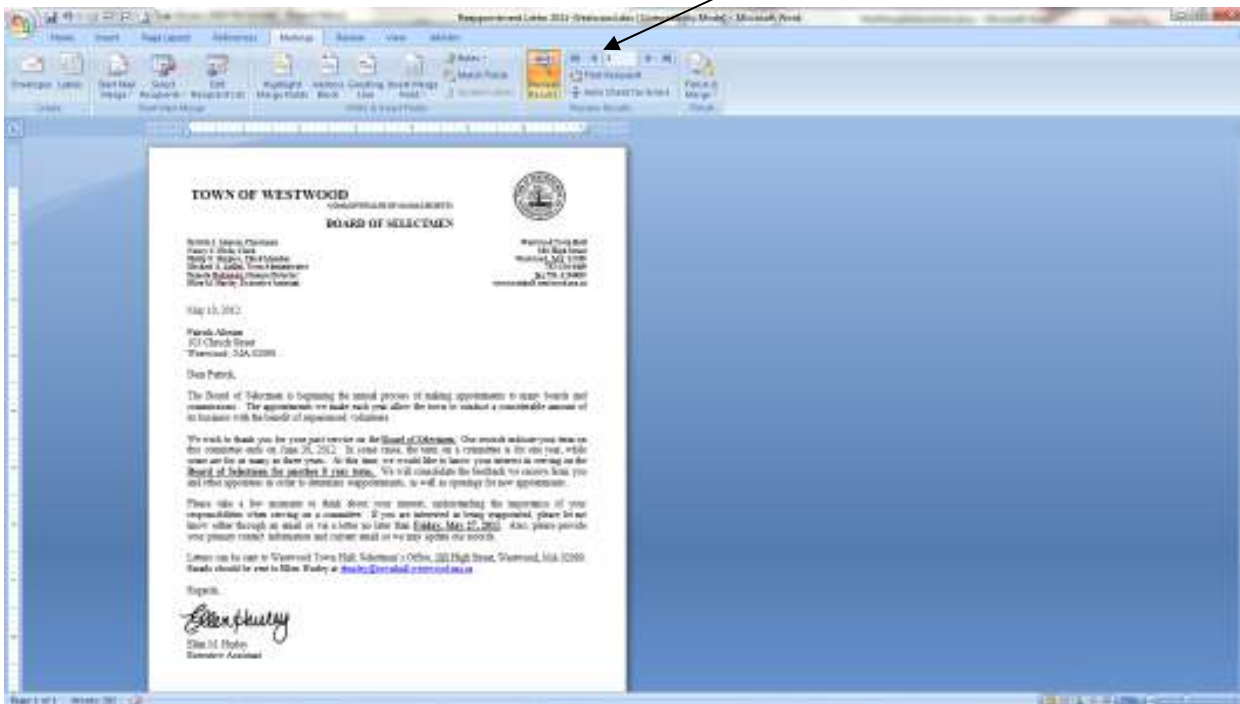


# Mail Merge Instructions

Click on "View Merged Data"



Merge data can be viewed and paged through by clicking the arrows right or left.



# Mail Merge Instructions

Click on "Finish & Merge" then select "Print Documents" to complete processing.

