



# Word Processor

Condo Manager includes a word processor with the following features:

## Complete Word Processor Functionalities

- WYSIWYG (What You See Is What You Get) interface
- Insert Tables, Images, bullets and numbered lists
- Format paragraphs, choose font types and size, italic and bold, and color choice
- Create and use Style

## Automatic Data Merging

- Send personalized letters to each owner, tenant, resident or supplier, automatically merging names and addresses - No need to use Excel or Word to perform a mail merge or a personalized letter with integrated fields
- Insert database fields, names of the administrators or management company resource people with a single click
- Use inserted fields to make calculations (e.g. Balance + New Charge = Next Month Amount)

## Use one of the 40 Included Templates or Build your Own

- Templates cover all the most common letters that you will need to send, e.g. welcome letters, CC&R violations letters, annual meeting letters...
- All the templates are built so the address is printed to fit into a window envelope

## Print or Email Letters

- Print letters or send them via email
- The program will handle the letters to be printed or sent by email based on the choice made by the owners (within their file) - You can also “always Print” or “Always Send by Email”
- All letters printed and emails sent are kept in the communication history

