

# Printing a Letter for a Guest

1. Click on the Guests button on the Home window. The Guest Details window will be displayed.
  2. Find the desired Guest as outlined earlier in this section.
  3. Click on the Print button. The Select Print Options dialog box will open.
  4. Select the radio button for letter. A box will appear requiring an ID for the desired letter.  
Note The form letters should have already been set up. (See "Setting up Letters" on page liii)  
Remember You can enter a '?' or just hit [Tab] in this field to display a Letters lookup list.
  5. Select Printer as your report destination and then click Print.
- Tip Select Screen instead of Printer if you want to preview the report before printing.