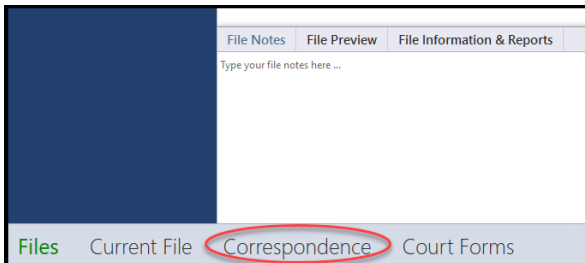




ACL5

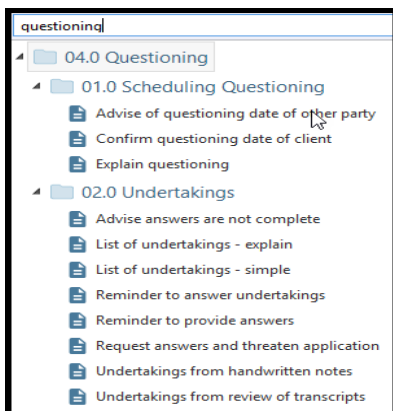
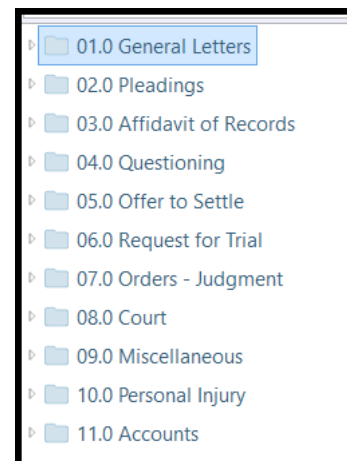
CREATING CORRESPONDENCE



To create correspondence within ACL, with the file highlighted, click the **Correspondence** tab.

The **Correspondence** module contains both template letters (letters that are pre-worded), and **General Letters** (letters with a blank body).

All letters will generate with the firm's letterhead and formatting preferences (font and sizing, etc.), and users can type the body of the letter and edit post-assembly as needed.



Double click any folder to show the letter templates.

Alternatively, use the **Search** field to locate a specific template by typing in keywords (ex. examination).

The templates will filter to display only the letters matching the keywords entered.



For assistance contact:

ACL Support

416.363.1650 x100 / 1.800.340.3234 x100

supportacl@dyedurham.com

dyedurham.ca

- 1 ACL will automatically pull in all relevant parties added to the file depending on which letter is generated. Users can click on **Add Recipients** to add any other parties from the file or choose a party from the **Client and Contact Database**.
- 2 Click **Remove** to remove a party from the dialog.
- 3 Click the arrow keys to move the order of the parties up or down (order they appear in the letter address block).
- 4 Highlight any party on the letter dialog and click **cc/bcc** to copy or blind copy a recipient.
- 5 Choose the **Method of Delivery**. Users can choose different and/or multiple methods for each recipient. The selection is not mandatory and may be left blank.
- 6 Enter the salutation.
- 7 Choose the **Lawyer/Clerk** signing the letter and the **Assistant** if needed.
- 8 Users can then choose whether there are **Enclosures**, whether they would like to generate a **label** or **envelope**, or if a **Fax Cover Sheet** is needed.

For assistance contact:

ACL Support