

# *[Logo - The Logo]*

[Abs2 - Sender in Addressee field]

[Absn - Sender]

[Empf - Addressee]

[Elem - Elements]

[Datm - Date]

[Betr - Subject/Ref.]

[Anrd - Greeting] Dear Sir or Madam,

[Text - The Text][Please insert your text here]

[DelA - Start Delete, from here on will be deleted]

## **Tips for Creating Wizard Templates:**

- Text shown in square brackets generally refer to textmarks, whereby the four letters directly after the brackets indicate the textmarks once again. The remainder is meant to be only commentary. Be careful:: Textmarks disappear very quickly when letters are accidentally deleted. If you want to create templates, use the opportunities provided by the Assistant to generate Wizard templates. These can be modified repeatedly without destroying the originals.

- The following textmarks are used in the Letter Wizard: **Logo:** The frame in which the logo is placed

- Absn:** The frame for the sender
- Empf:** The frame for the addressee
- Abs2:** The paragraph in the addressee field in which the sender is repeated
- Elem:** The first row of two in the table of elements
- Datm:** Table for the date in a private letter, or when the date is the only element
- Betr:** The subject or reference line
- Anrd:** The greeting
- Text:** The beginning of text
- DelA:** The beginning of section to be deleted
- DelE:** The end of section to be deleted
- Anlg:** Enclosures
- Kopi:** Copy to
- Fus1:** Footer for the first page
- FusF:** Footer for the following pages
- AbsK:** Sender in the header of following pages
- LgoK:** Logo in the header of following pages
- Num1:** Page numbering in the footer of first page
- NumF:** Page numbering in the footer of following pages

- Text in square brackets which is directly after a textmark will be automatically deleted by the Wizard
- Text between the textmarks DelA and DelE will be completely deleted. The text is, however, first required so that the headers and footers for the sequence page styles can be adapted by the Wizard.

[Fus1 - Footer for the first page]

[Num1 - Page numbering in the footer of the first page]

- The column widths in the table of elements must remain as shown above .
- These tips are only valid for experienced users! Use the templates generated by the Assistant whenever possible.

[Following Page..]

***Leave some space here, so that after setting the page margins on Page 1, the second page remains in place. When generating Personal Letter templates, there is considerably more space on Page 1 and the second page could then be deleted due to reformatting. This is especially negative, because the Wizard can then no longer call up the page.***

***This results in incorrectly set page margins in both templates, as well as incorrect headers and footers, ... .***

[Dele - End Delete, up to here will be deleted]

With kind regards

[Anlg - Enclosure(s)]Enclosure(s):

[Kopi - Copy to]Copy to: