

As an example:

- 1) Click the **New** button alongside the *Male* list box. The Custom Salutation (Male Recipients) dialog opens (see Figure 336).
- 2) Select **Salutation** in the *Salutation elements* list on the right and drag it into box 1 on the right.
- 3) In the *Customize salutation* box, select an appropriate greeting or type your own text into the box. Edit it as needed.
- 4) Select and move **First Name** from the *Salutation* elements list into box 1, using either the **Add to salutation** arrow button or by dragging it. Then click the **Move right** arrow button on the right-hand side to add space between the salutation and the first name.
- 5) Select and move **Last Name** from the *Salutation* elements list into box 1, then click the **Move right** arrow button to add space between the first and the last names.
- 6) Finally, move Punctuation Mark across and select the comma from the choices in the *Customize salutation* box.
- 7) The construct is shown in the **Preview** box.
- 8) Carry out any final editing. Click **OK**.

This method allows you to use gender neutral titles such as Doctor (Dr) and Reverend (Rev), or titles such as Ms, or omit titles.

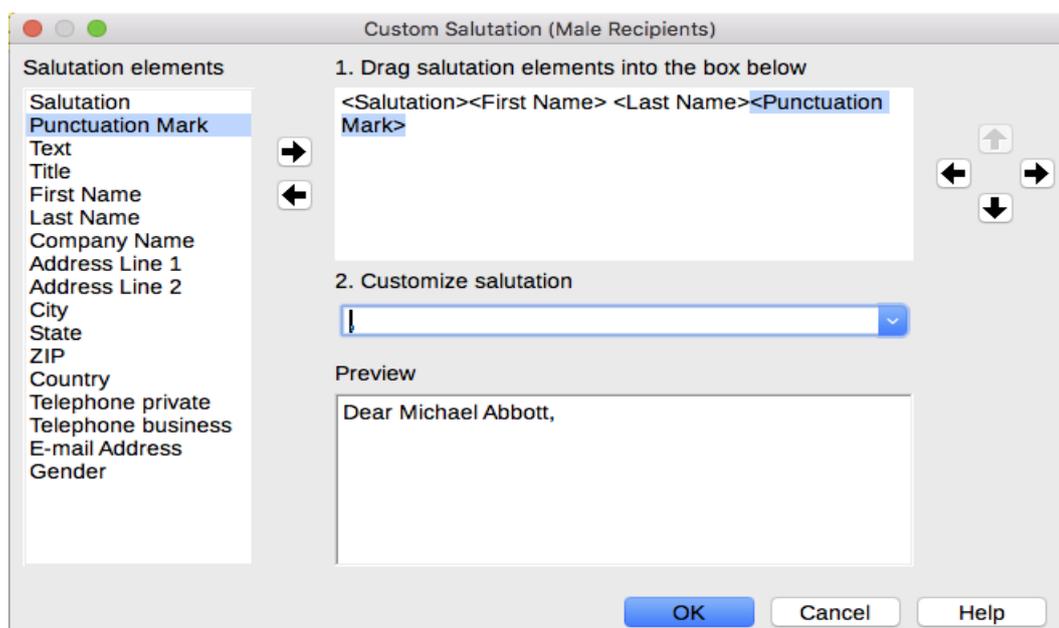


Figure 336: Customizing the salutation

## Step 5: Adjust layout

In Step 5: Adjust layout, you can adjust the position of the address block and salutation on the page. You can place the address block anywhere on the page. The salutation is always on the left, but you can move it up and down the page. Use the buttons shown in Figure 337 to move the elements.