# Printing Letters in IQ5

Market: House, Senate

Description: These instructions teach users how to **Print Letters** to mail out to constituents as a response to their incoming emails/printed letters.

Click the link below to be brought to the following topic:

Printing from Ready to Print Tile/View

Printing a Letter

1. Navigate to the **Messages** or **My Inbox** application.
2. Click on **My Open Messages**.
3. Double click on the Message or click the ✏️ icon to print your letter as a response for the constituent.
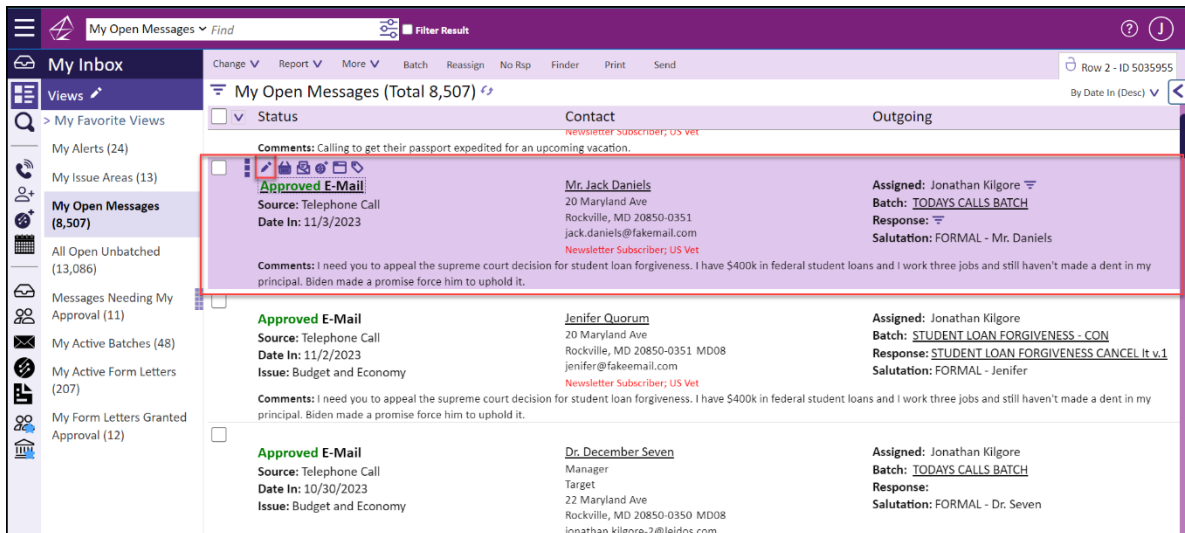
4. Set **Method Out** to **US Mail.**
5. Click in the **Form Letter** field to choose a letter to print **OR** click on **Custom Reply** to type out a unique custom letter.
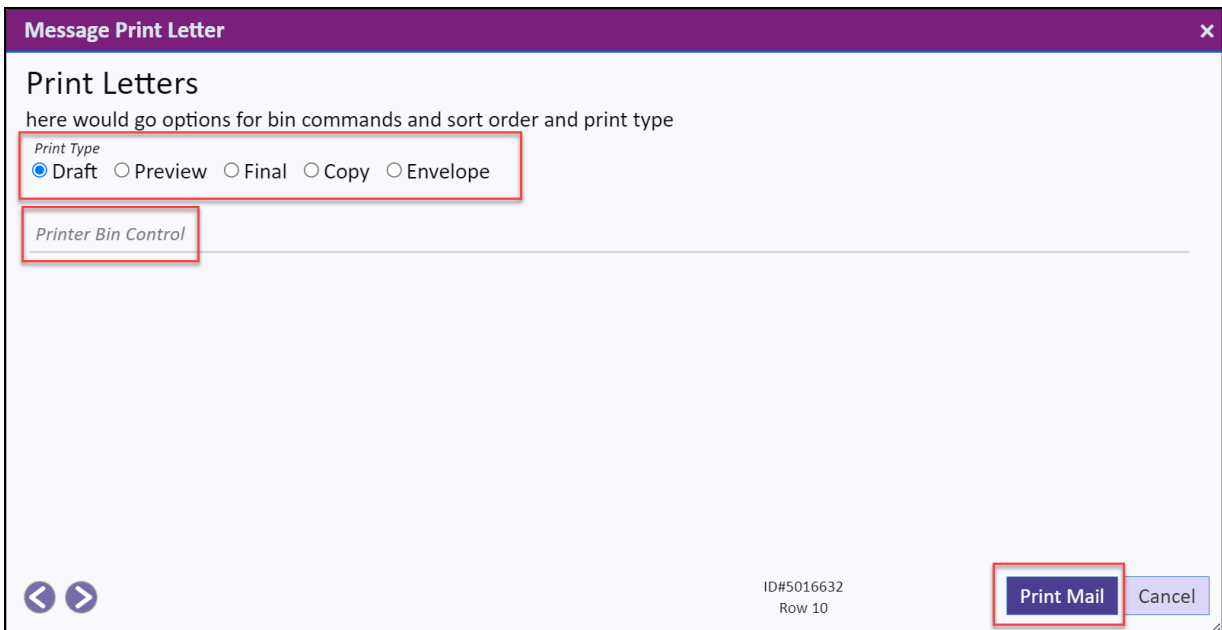6. Click **Print.**
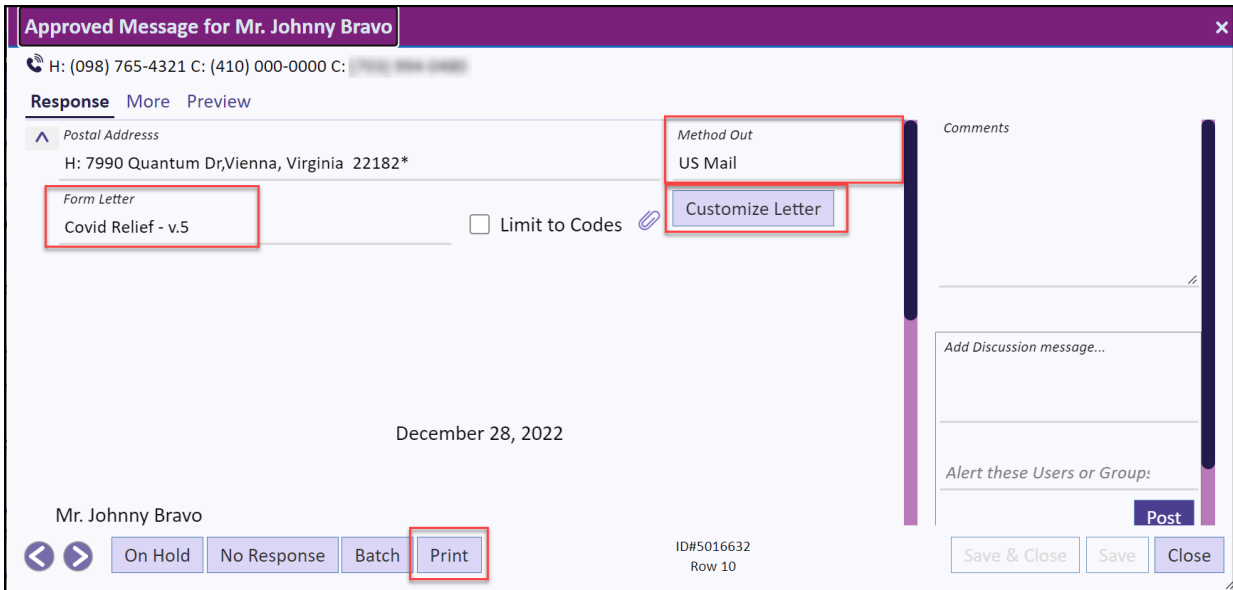
7. Choose your **Print Type.**

    a. It is recommended to print a **Preview** or **Draft** first to ensure the printer is working and the letter will appear as desired once printed. When ready to close the message, chose **Final**.

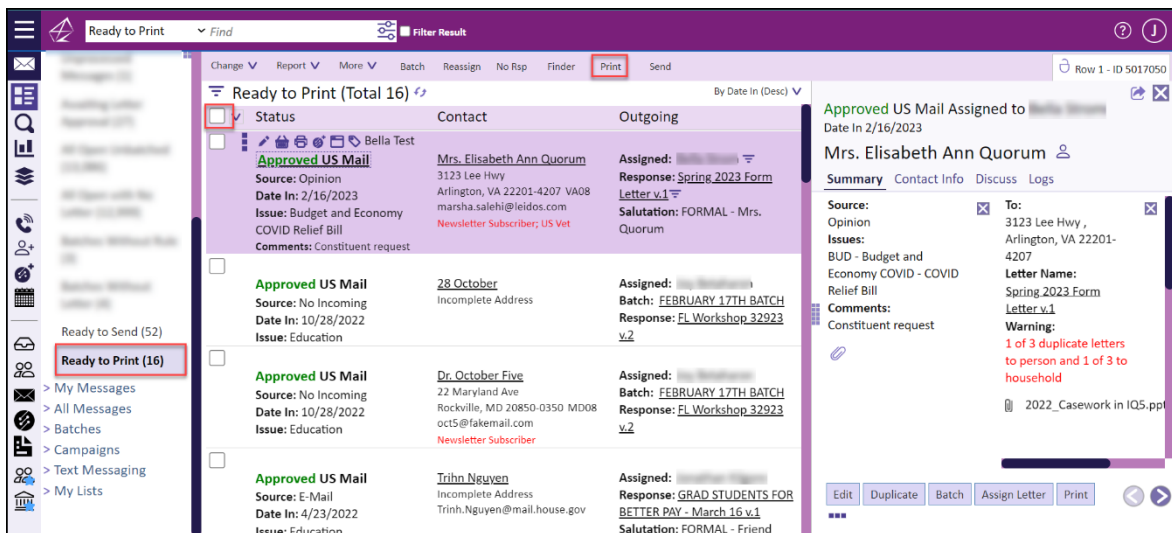**8.** Choose the Printer.

9. Click **Print Mail.**

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Printing from Ready to Print Tile/View

This tile/view allows you to manually print Form Letters to mail to constituents for the whole office. A message appears here if the message Status is Approved, the Outgoing method is set to US Mail, and the Form Letter assigned is also Approved. To print the letters:

1. Click on **Ready to Print**.
2. Click the **Select All** box.
3. Click **Print.**
4. Choose your **Print Type.**
   a. It is recommended to print a **Preview** or **Draft** first to ensure the printer is working and the letter will appear as desired once printed. When ready to close the message, chose **Final**.
5. Choose the Printer.
6. Click **Print Mail.**

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