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## Syllabus

Section	Subject	Time Estimated
	Welcome and Introductions	15 min
1	<u>The Office Link</u>	
2	Intro. to MS Office Link	10 min
3	Templates and Attachments	40 min
	Review	10 min
	<u>Customizer</u>	
1	Introduction and Terms	20 min
2	Editing Objects	45 min
3	Adding Objects and Scripting	105 min
4	Review	10 min
5	Lab	30 min
	<u>Visual PostMaster</u>	
1	Introduction and Terms	15 min
2	Using the Wizards	80 min
3	Review	10 min
	Total Time	6 1/2 hours

## Custom Office Objectives:

- Learn the features available in Custom Office
- Learn how to create and use Office Link templates
- Learn how to attach specific files to records using Office Link
- Learn how to customize existing objects in MAS 90 and MAS 200 tasks
- Learn how to add user-defined fields (UDFs) to MAS 90 and MAS 200 tasks
- Learn how to create links to other programs, bitmaps, multi-media files, or DDE scripts
- Learn how to create and process a mail job using Visual PostMaster
- Learn how to create custom mailing lists using multiple data files and custom fields
- Learn how to select and format data from the mailing list for the mail merges