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| notebook.jpg | Notepad Pad.JPG | Quill.jpg |
| A Story of Letter Writing…From Then to Now  By Jessica Cornelius | In a time not that long ago composing a simple letter was no easy task  It required many drafts using a pen and paper | Even though Pen and paper have changed over time.. |
| old letter.jpg | envelopes.jpg | Typewriter.jpg |
| Writing a letter still may have taken several days or weeks to complete  Once the letter was finished, there was still more work to be done. | The envelope still had to be carefully addressed.  Mistakes on either the letter or the envelope meant having to start all over again | Around the year of 1876 the Typewriter was introduced.  Promising to make letter writing much easier. |
| letter.jpg | workstation.JPG | office.jpg |
| With the help of a Typewriter letters were neater and more professional but mistakes were still not easily corrected and required a letter to be started over again. | In the 1980’s the Personal Computer was introduced. Making letter writing even easier.  Since the 80’s there have been even more advancements made to help create letters and envelopes with ease | On most computers you will find some productivity suite, such as Microsoft Office.  Different versions of office offer different programs and these different programs are what can making creating letters and envelopes even easier. |
| mail merge2.jpg | pile of letters.JPG | box of envelopes.jpg |
| Using a Word processor such as Microsoft Word, there is a feature called mail merge which is used to create personalized letters and pre-addressed envelopes or mailing labels for mass mailings. | Thanks to Mail Merge mass mailings can be completed in a short amount of time. | Now hundreds or maybe thousands of letter can be created, revised, edited and sent in the time that it used to take to complete on hand written letter. |
| the end.jpg | Credit Slides |  |
| Thanks to advancements in Technology those responsible for mass mailings can have a happy ending. |  |  |