Field Switches for Formatting Mail Merges

ThoughtAndMemory
.com.au

Microsoft Office Training

Often the data from the source used in a Mail Merge is formatted incorrectly, inconsistently, or the Merging process strips away the formatting. The solution is to apply **Formatting Switches** in the Merge Field. Switches consist of a backslash, a datatype indicator ("@" for dates, "*" for text or "#" for numbers), and required formatting. They are typed inside the field codes. For example, a merge field that needs to be converted to upper case might originally look like…

{ MERGEFIELD NameOfField }

and after modification would read…

{ MERGEFIELD NameOfField * upper}

Some keyboard shortcuts that might come in handy when working with fields include…

Create a field	Ctrl + F9
Update a field	F9
Toggle field codes	Shift + F9

	Originally	Switch	Description	Result
Date/ Time	24808.75	\@ "dd/MM/yyyy"	Leading zeros on Days & Months. 4 digit Year	02/12/1967
		\@ "MMMM"	Month name	December
		\@ "dddd"	Day name	Saturday
		\@ "h:mm am/pm"	Time in am/pm	6:00 pm
		\@ "H:mm"	Time in 24 hour clock	18:00
Text	jane smith	* caps	Proper Case	Jane Smith
		* firstcap	Sentence Case	Jane smith
		* upper	Upper Case	JANE SMITH
	Jane Smith	* lower	Lower Case	jane smith
Number –to-text	12	* cardtext	Numbers into words	twelve
		* ordinal	into Arabic Ordinal	12th
		* ordtext	into Arabic Text	twelfth
		* roman	into Roman Numerals	xii
		* ROMAN	into caps Roman Numerals	XII
Number	24808.75	\# "0"	Round to Integer	24809
		\# "$#,##0"	Round to Dollar	$24,809
		\# "$#,##0.00"	Dollars and Cents	$24,808.75

Field Switches for Formatting Mail Merges

Formatting Mail Merges

ThoughtAndMemory

.com.au

Microsoft Office Training