

Microsoft Word Mail Merge Fields

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The document generator uses Word merge-fields extensively. This page contains tips for working with Merge Fields in Word.

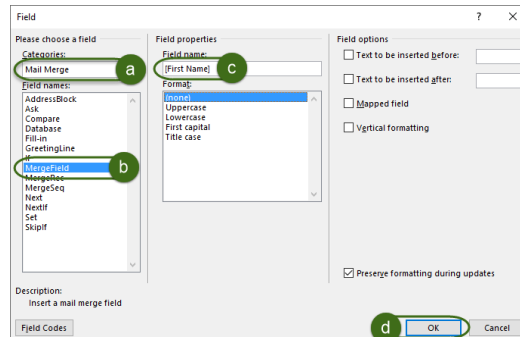
Adding Merge Fields

Merge fields can be inserted into the word document with two different methods:

- Using Words Quick Parts preformatted texts
- Using Document Content for free text MergeField formatting

Using Quick Parts

1. Create a new Word document.
2. On the Ribbon: Insert (tab) > Quick Parts > Field
3. In the Field dialogue:
 - a) select Mail Merge from Categories
 - b) select MergeField from Field Names
 - c) enter document generation macro in Field name (e.g. [First Name])
 - d) click **OK**



Using Field Codes (advanced)

1. Select: **File > Options > Advanced.**
2. Tick **Show field codes instead of their values.**
3. Then press **Ctrl+F9** to insert a new MergeField
4. Type MERGEFIELD between the braces along with your document generation macro, for example, [First Name]

How Merge Fields appear in the document

A merge field may appear in one of two modes:

1. **Result mode**- This shows what value it's currently taking.
 - For example: «with load Person Harry Potter»

2. **Field Code mode**- This shows the full Word Field Code and is the view used to insert document generation marcos.

- For example: { MERGEFIELD [First Name] }