

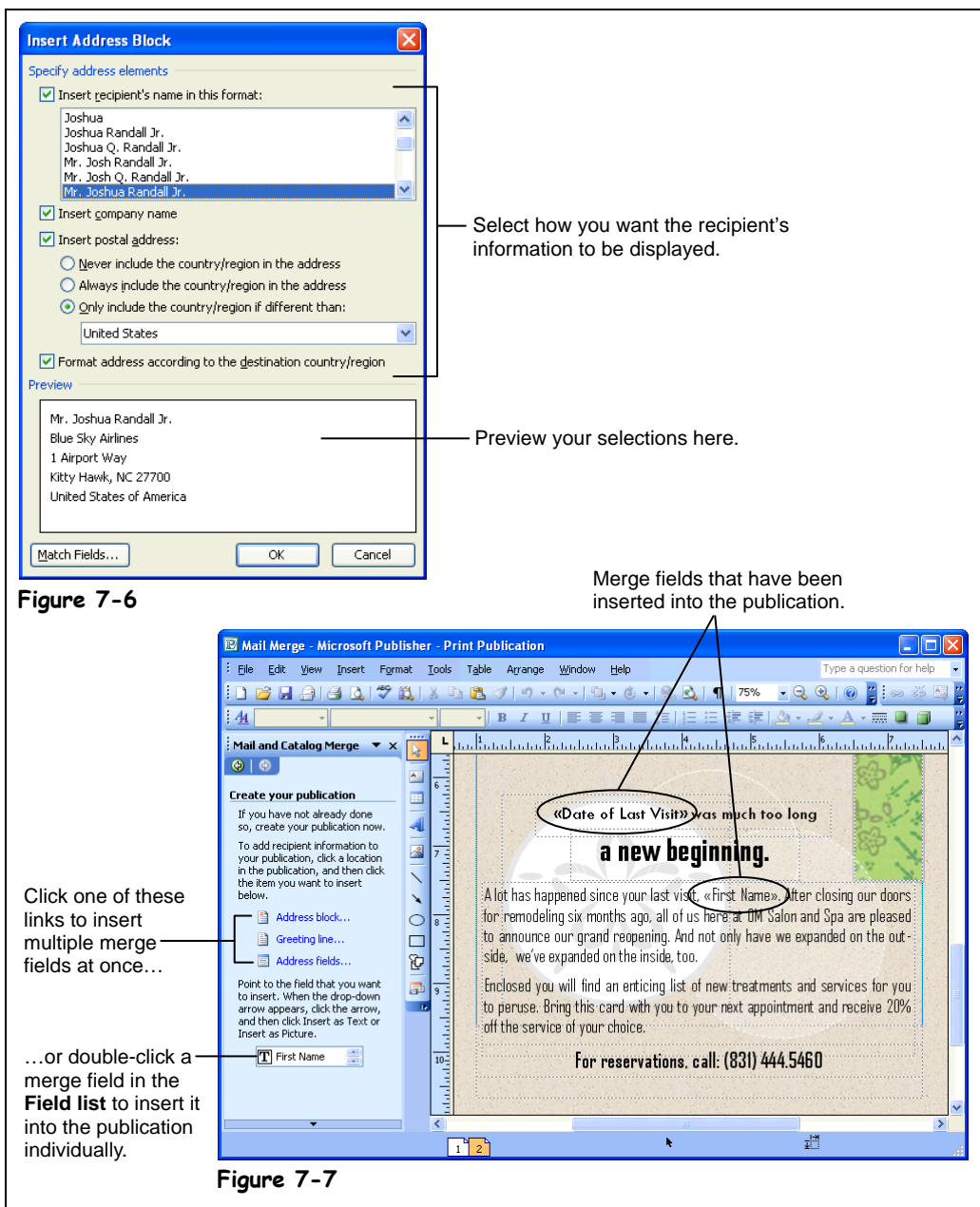
Lesson 7-4: Inserting Merge Fields into your Publication

Figure 7-6

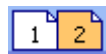
The Insert Address Block dialog box.

Figure 7-7

The updated publication.



Once you've created the data source and entered all of the necessary information, it's time to specify where you want all of this information to appear in the publication. You do this by inserting *merge fields*.



Navigation buttons

1. Click the **Page 2** navigation button at the bottom of the Publisher screen. The second page of the Mail Merge publication appears.

2. Click inside the empty text box in the top half of the page, click the **Zoom** list arrow, and select **75%** from the list.

We want to insert an *address block* inside this text box. An address block is made up of several different merge fields that will be used to enter the recipient's mailing address.

3. Click the **Address block** link in the Mail and Catalog Merge task pane.

The Insert Address Block dialog box appears, as shown in Figure 7-6. This is where you will select which elements you want to include in the address block and how the address block will be formatted.

Under the "Insert recipient's name in this format:" checkbox, notice the long list of possible formats you have to choose from. The selected format appears in the Preview section at the bottom of the dialog box.

4. Select the **Joshua Randall Jr.** option under "Insert recipient's name in this format."

A preview of the selected format appears at the bottom of the dialog box.

5. Click the **Insert company name** checkbox to deselect it and click **OK**.

The address block field is inserted into the publication. The chevrons (« ») that appear indicate that the text is a merge field.

Let's change the font of this text.

6. Select the **«Address Block»** text, click the **Font** list arrow on the Formatting toolbar, and select **Agency FB** from the list.

The font type of the selected text changes to Agency FB.

Now let's increase the font size.

7. With the same text still selected, click the **Font Size** list arrow on the Formatting toolbar and select **16** from the list.

The font size changes to 16pt.

Now let's try inserting individual merge fields into the publication.

8. Place the insertion point immediately before the word **was** in the "was much too long ago. It's time for" text box.

We want to give this publication a more personal touch by inserting the date of the recipient's last visit.

9. In the Field list at the bottom of the task pane, click the **down arrow** until the **Date of Last Visit** field appears. Double-click the **Date of Last Visit** field and press **<Spacebar>**.

The «Date of Last Visit» field is inserted into the text box with one space following it. If a text overflow icon appears, don't panic – this will correct itself when you run the mail merge.

Let's format this text so that it blends in with the rest of the text inside the text box.

10. Select the **«Date of Last Visit»** text, click the **Font** list arrow on the Formatting toolbar, and select **Tw Cen MT** from the list.

Only one more field to go!

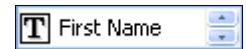
11. Place the insertion point immediately before the first period (.) in the "A lot has happened..." text box.

We want to insert the recipient's first name here.

12. In the Field list at the bottom of the task pane, click the **up arrow** until the **First Name** field appears. Double-click the **First Name** field.

The «First Name» field is inserted. Compare your publication to the one shown in Figure 7-7.

13. Click the **Save** button on the Standard toolbar.



Field list

Quick Reference

To Insert an Address Block into a Publication:

1. In your publication, click where you want to insert the address block.
2. Make sure you're on Step 3 of 5 in the Mail and Catalog Merge task pane.

Or...

Select **Tools** → **Mail and Catalog Merge** → **Insert Field** from the menu.

3. Under Create your publication, click the **Address Block** link.
4. In the Insert Address Block dialog box, select how you want your recipient's information to appear.
5. Click **OK** to insert the address block merge fields.

To Insert Merge Fields into a Publication Individually:

1. In your publication, click where you want to insert the merge field.
2. Make sure you're on Step 3 of 5 in the Mail and Catalog Merge task pane.
3. Click the up or down arrows in the **Field** list in the task pane until you find the field you want to insert.
4. Double-click the field to insert it into your publication.