

Example #1: Letter Salutation

The example below can be used to merge a letter salutation section with a form letter. The example prints the first and last name (and the middle initial and discipline, if the record contains these) on line #1. If there is an organizational affiliation, it is printed on line #2. If there is no organizational affiliation, the street address is printed on line #2. The city, state and zip code are printed on the last line of the address section.

«DATA Your File Name Here»

«FirstName» «IF MI»«MI »«ENDIF»«LastName»«IF Discipline», «Discipline»«ENDIF»
«IF Organization»«Organization»
«ENDIF»«Street»
«City», «State» «ZipCode»

Dear «FirstName»:

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Example #2: Self-Stick Mailing Labels