

Insert Mail Merge Field Dialog

Mail merge allows you to insert information from one document, the mail merge source, into another document. Mail merge fields determine which information is inserted, and where.

Available Fields:

This is a list of the available known field names that you may choose from. Double clicking on any name will insert it into the document. This box starts empty; it gets a list of field names when you open a mail merge source.

Field Name:

You may insert any field name you wish in this field. Hitting the "Enter" key or the "Insert" button will insert the field into the document.

Help

This button opens the documentation for this dialog.

Open File

This button opens a file dialog. In the file dialog, you can choose a mail merge source. The names of the fields in that source are then displayed in the "Available Fields" list.

Close

Closes the dialog.

Insert

Inserts the field in the "Field Name" input box into the document, without closing the dialog.