



When exporting Labels for use in a mail merge the file that results will be a mixture of company names and individual names. To further personalise your document, there are some extra steps you can do.

In the CDScope2000 Mailing Labels centre, part of the routine for exporting and printing labels includes the ability to add a line of text to Company names. This general label header can be “Director” for example or other generic terms.

Once the labels have been exported, the file created will contain a field called “**ContactPosition**”. For all companies there will be the word “Director”(or another generic term you have keyed in).

The result will mean that for Companies you can create a document that will have the merge fields as follows.

«**ContactPosition**»
 «**CompanyName**»
 «**Address**»
 «**Suburb**» «**State**» «**PostCode**»

Attn «ContactPosition»,

When the mail merge is run, the label for companies will appear like this:

Director
Sample Holdings Pty Ltd
7 Sample Pl
BEECROFT NSW 2119

Attn Director,

This is acceptable if all of the owners in the mailing list were companies, however, mailing labels exported from Cityscope are usually a mixture of company names and individual names.

Using the same merge fields, the labels for individual owners would look like this:

Mr Chiu L Wong
5th Floor
195 Macquarie St
SYDNEY NSW 2000

Attn ,

To solve this we need to include a Word Field called an “**if...then...else...**” to create better form letters that cover properties owned by individuals and companies.

Insert merge fields as normal in your letter

«**ContactPosition**»
 «**CompanyName**»
 «**Address**»
 «**Suburb**» «**State**» «**PostCode**»

To personalise the introduction, move the cursor where you would like to include “Dear.....” or “Attn.....”

In the mail merge toolbar select the **Insert Word Field** button then the **If...then...else...** button.

In the Field name select **ContactPosition**, in Comparison select **is blank**. Then the **OK** button

Once this is done the cursor will be at the beginning of the line. It will appear as though no changes were made.

Now press the **Alt** button, and while holding this press the **F9** key. This will change the view. Your merge fields will now look as follows:

```
{MERGEFIELD ContactPosition }
{MERGEFIELD Company Name }
{MERGEFIELD Address }
{MERGEFIELD Suburb } {{MERGEFIELD State } {MERGEFIELD PostCode } }
```

```
{If {MERGEFIELD ContactPosition }= "" "" "" }
```

Move the cursor to the centre of the middle double quotes ("") by clicking your left mouse button. Press the Ctrl button and while holding this press the F9 key. This will create "{ }" (DO NOT TYPE THE BRACKETS IN, YOU MUST USE CTRL F9).

Type the text **MERGEFIELD CompanyName** between the { } brackets created, you may also like to type **Dear** outside the first bracket and put a **comma** after the last bracket. The line will now look like this:

```
{If {MERGEFIELD ContactPosition }= "" " Dear {MERGEFIELD CompanyName }, " "" }
```

In the last double quotes move the cursor to the middle of the last double quotes by clicking your left mouse button. Press the **Ctrl** button, and while holding this press the **F9** key. This will create "{ }"

Type the text **MERGEFIELD ContactPosition** between the { } brackets created, you may also like to type **Attn** outside the first bracket and put a comma after the last bracket. The line will now look like this:

```
{If {MERGEFIELD ContactPosition }= "" " Dear {MERGEFIELD CompanyName }, " " Attn
{MERGEFIELD ContactPosition }, " }
```

Now press the **Alt** button, and while holding this press the **F9** key. This will change the view. Your merge fields will now look as follows:

«ContactPosition»
 «CompanyName»
 «Address»
 «Suburb» «State» «PostCode»

Attn Director

If the first record is an individual rather than a company, you will see the individual's name.

The letter is now ready for mail merging.

Properties owned by a company will look like this:

Director
George Hay Pty Ltd
3rd Floor
49 Market St
SYDNEY NSW 2000

Attn Director,

Properties owned by individuals will look like this:

Gordon C Clarke
6 Waimea Rd
LINDFIELD 2070

Dear Gordon C Clarke,