



Message Merge

You can now use Message Merge for your postcards.

Message Merge is not for everyone. It is a powerful feature that can make your personal message even more personal. However, if your address information is not complete, you may not get the results you intended. Because of this, we recommend you read this tutorial thoroughly before attempting to use Message Merge.

- [What is it?](#)
- [How does it work?](#)
- [What fields can I use?](#)
- [Helpful hints](#)
- [Example](#)

Important: Always test your Message Merge and verify the results before you submit your postcard for printing.

What is it?

Message Merge allows you to define a place in your Message to be custom for each postcard that you send. The custom data will be pulled from your address book.

If you were to send a postcard to John Doe, Mary Jones and Bob Smith and wanted each message to mention the person by name; John's postcard would start with "Dear John," Mary's postcard would start with "Dear Mary," and Bob's would start with "Dear Bob,".

How does it work?

Getting started is simple.

First, decide what fields you would like to Message Merge. You may choose from:

Prefix,
First Name,
Middle Name,
Last Name,
Suffix,
Nickname,
Title,
Department,
Company,
City,
Merge1,



Merge2, and
Merge3

Next, when writing your message, instead of typing, for example the recipient's name, company, or city, simply add the Message Merge place holders. A Message Merge place holder is something that our program looks for to determine if you are intending to use Message Merge. When we see the place holder we will find the corresponding replacement values from your Address Book.

Our place holders are ^first^, ^middle^, ^last^, ^title^, ^department^, ^company^, ^city^, ^prefix^, ^suffix^, ^nickname^, ^merge1^, ^merge2^, and ^merge3^.

For Prefix use ^prefix^
For First Name use ^first^
For Middle Name use ^middle^
For Last Name use ^last^
For Suffix use ^suffix^
For Nickname use ^nickname^
For Title use ^title^
For Department use ^department^
For Company use ^company^
For City use ^city^
For the user-definable merge1 field use ^merge1^
For the user-definable merge2 field use ^merge2^
For the user-definable merge3 field use ^merge3^

The "^" is called a caret and is entered by holding down the Shift key and pressing the number 6 on the keyboard. (Using the number 6 on the 10-key pad on the right of the keyboard will not work.) A Message Merge place holder always starts with a caret and ends with a caret.

Then when we create your postcards, we substitute the data from your recipient's address into your message where you typed the place holder.

What Fields can I use?

Currently you can use the following place holders from your Address Book:

For Prefix use ^prefix^
For First Name use ^first^
For Middle Name use ^middle^
For Last Name use ^last^
For Suffix use ^suffix^
For Nickname use ^nickname^
For Title use ^title^
For Department use ^department^
For Company use ^company^
For City use ^city^
For the user-definable merge1 field use ^merge1^
For the user-definable merge2 field use ^merge2^
For the user-definable merge3 field use ^merge3^



Helpful Hints

1. When you decide to use Message Merge, make sure all the addresses in your Address Book have data in the fields you want to use. If you decide to say "Hi ^first^," but have omitted the first name of the recipient in your address book, the place holder will be blank on that postcard.
2. If you are going to put one placeholder immediately following another, you must put a space between them. For example, do not put ^first^^last^ in your message. Instead, put ^first^ ^last^. Notice the space between the placeholder ^first^ and the placeholder ^last^.
3. You may put any punctuation after a place holder without inserting a space between the place holder and the punctuation. For instance, if you are placing a comma (,) after the ^last^ do not add a space before the comma.
4. If you want your message to read:
Dear Dr. Johnson, MD,
you must enter:
Dear ^prefix^ ^last^, ^suffix^,

Note that the comma between the last name and suffix must be typed in your message. Also note that the period in "Dr." is entered as part of the data in the prefix field in the address book. If you want a period after "Dr", you must enter it in the prefix field.

5. If you use the nickname placeholder but an address in your address book has an empty nickname field, we will automatically place the first name in your message instead of leaving a blank space.

Example

Dear ^first^ ^last^,
How are things in ^city^?

Dear John Doe,
How are things in Dallas?