



## 1 How to Format Merge Fields

General switches are optional instructions that modify the format of merge field information. The following are examples of switches which can be used:

**Examples:**     **{MERGEFIELD CaseDescription \\*Upper}**  
                   **{MERGEFIELD Today \@ "d MMMM yyyy"}**  
                   **{MERGEFIELD udSalePrice \#"£#,##0.00"}**

### NOTES:

- Ensure that the mergefield codes are visible by pressing **Alt+F9** on your keyboard (they should appear similar to the above example)
- The required switch should be typed after the field name and between the end }

FORMAT	SWITCH EXAMPLE	RESULT
Currency	{MERGEFIELD udSalePrice \#"£#,##0.00"}	Displays 1234.56 as £1234.56
Capitalisation	{MERGEFIELD CaseDescription \* Caps}	Capitalises the first letter of each word eg. This Is An Example
	{MERGEFIELD CaseDescription \* FirstCap}	Capitalises the first letter of the first word eg. This is an example
	{MERGEFIELD CaseDescription \* Upper}	Capitalises all letters eg. THIS IS AN EXAMPLE
	{MERGEFIELD CaseDescription \* Lower}	Displays all letter in lower case eg. this is an example
	{MERGEFIELD CaseDescription \* Cardtext}	Displays numbers as words eg. displays the number 100 as 'one hundred'
Date	{MERGEFIELD Today \@ "dd MMMM yyyy"}	Displays a date as 09 February 2009
	{MERGEFIELD Today \@ "dd MMM yy"}	Displays a date as 09 Feb 09
	{MERGEFIELD Today \@ "d/MM/yyyy"}	Displays a date as 9/02/2009
	{MERGEFIELD Today \@ "d MMMM yyyy"}	Displays a date as 9 February 2009
	{MERGEFIELD Today \@ "d" \* Ordinal}	Displays a date as 9th
	{MERGEFIELD Today \@ "d" \*Ordinal} {MERGEFIELD Today \@ "MMMM yyyy"}	Displays a date as 9th February 2009

**Day (d)** Displays the day of the month or the day of the week. The letter "d" can be either uppercase or lowercase.

**Month (M)** The letter "M" must be uppercase to distinguish months from minutes.

**Year (y)** Displays the year as two or four digits. The letter "y" can be either uppercase or lowercase.



Further assistance can be obtained through the OPSIS Support Desk between 8.30am and 6.00pm on 0844 8155752 or [support@opsisltd.com](mailto:support@opsisltd.com)