

Formatting Merge Fields

When you create a merge field in Microsoft Word, you can apply formatting to the field. For example, you can set a merge field's format to "Uppercase" to display the field's value in uppercase letters. OfficeWriter supports most text, date, and time formats available in Microsoft Word.

- [General Text Formatting Options](#)
- [Date and Time Formatting Options](#)

This section explains how to apply merge field formatting by adding format switches to the field codes. You can also apply all standard formatting (bold, italic, underline, etc.) to merge fields from Word's Format menu or toolbar.

General Text Formatting Options

After you've added a merge field using the OfficeWriter toolbar's *Insert Merge Field* button, you may apply formatting. There are two ways to add field code formatting: from the dialog box Word provides or by typing the codes directly into the merge field.

To type the codes directly into the field tag, you must make sure the field codes are visible. If the field displayed in the report does not begin with "{MERGEFIELD}", click the field and press SHIFT+F9 or right-click the field and select **Toggle Field Codes**. This will toggle viewing the entire field tag or an abbreviation. Once you have the entire tag visible you can type the codes below at the end of the tag as shown.

The following text formatting options can be set within Microsoft Word's Field dialog, or by entering formatting codes within the merge field:

- **Uppercase**
Displays the merge field's value in uppercase letters.
- **Lowercase**
Displays the merge field's value in lowercase letters.
- **First capital**
Capitalizes the first letter of the first word in the field.
- **Title case**
Capitalizes the first letter of each word in the field.
- **Text Before**
Inserts a specified phrase before the merge field value.
- **Text After**
Inserts a specified phrase after the merge field value.

Let's look at adding codes via the Word dialog box.

The Field Dialog in Microsoft Word (XP)

Field

Please choose a field

Categories:
(All)

Field names:
Fill-in
GoToButton
GreetingLine
Hyperlink
If
IncludePicture
IncludeText
Index
Info
Keywords
LastSavedBy
Link
ListNum
MacroButton
MergeField

Description:
Insert a mail merge field

Field properties

Field name:
Queryname.Fieldname

Format:
(none)
Uppercase
Lowercase
First capital
Title case

Field options

☐ Text to be inserted before:

☐ Text to be inserted after:

☐ Mapped field

☐ Vertical formatting

☐ Preserve formatting during updates

Field Codes OK Cancel

To set a merge field's formatting to Uppercase, Lowercase, Title case, or First capital using the Field dialog:

- Right-click the merge field and select **Edit Field**.
- From the **Format** list select a format. For example, select **Uppercase**.

To display text before and/or after a merge field value:

- Right-click the merge field and select **Edit Field**.
- Check **Text to be inserted before** and/or **Text to be inserted after**.
- In the Text Before text box, enter a phrase to display before the merge field value, and/or, in the Text After text box, enter a phrase to display after the merge field value.

You can also set these formatting options by entering special codes in the merge field. To view and edit a merge field's codes, right-click the field and select ***Toggle Field Codes*** or click on the field and press SHIFT+F9. (You can display the entire report's codes by pressing ALT+F9). A field without special formatting looks like this: {MERGEFIELD FieldName}

Format	Field Codes	Example
Uppercase	{MERGEFIELD <i>FieldName</i> * Upper}	{MERGEFIELD ProductName * Upper}
Lowercase	{MERGEFIELD <i>FieldName</i> * Lower}	{MERGEFIELD ProductName * Lower}
First capital	{MERGEFIELD <i>FieldName</i> * FirstCap}	{MERGEFIELD ProductName * FirstCap}
Title case	{MERGEFIELD <i>FieldName</i> * Caps}	{MERGEFIELD ProductName * Caps}
Text Before	{MERGEFIELD <i>FieldName</i> \b " <i>Text to insert before</i> "}	{MERGEFIELD OrderDate \b "Order Date: "}
Text After	{MERGEFIELD <i>FieldName</i> \f " <i>Text to insert after</i> "}	{MERGEFIELD OrderDate \f " (Order Date)"}

Date and Time Formatting Options

Using field codes, you can apply date/time formatting to merge fields that will bind to database fields of types Date, Time, and Timestamp, or to an object of type System.DateTime. The general format for applying date/time codes is: {MERGEFIELD FieldName \@ "Formatting Pattern"}

Date/Time Format Code	Description	Field Code Example	Output Example
Day			
d	Displays the day of the month as a number. Single digit day numbers will not include a leading zero.	{MERGEFIELD Date \@ "M/d/yyyy"}	4/7/2003
dd	Displays the day of the month as a number. Single digit day numbers will include a leading zero.	{MERGEFIELD Date \@ "dd MMMM yyyy"}	07 April 2003
ddd	Displays a three-letter abbreviation for the day of the week.	{MERGEFIELD Date \@ "ddd, d-MMM-yy"}	Mon, 7-Apr-03
dddd	Displays the full name of the day of the week.	{MERGEFIELD Date \@ "dddd, MMMM d, yyyy"}	Monday, April 7, 2003
Month (Use uppercase M for months, lowercase m for minutes)			
M	Displays the month as a number. Single digit month numbers will not include a leading zero.	{MERGEFIELD Date \@ "M/d/yy"}	4/7/03
MM	Displays the month as a number. Single digit month numbers will include a leading zero.	{MERGEFIELD Date \@ "yyyy-MM-dd"}	2003-04-07

MMM	Displays a three-letter month abbreviation.	{MERGEFIELD Date \@ "MMM-yy"}	Apr-03
MMMM	Displays the full month name	{MERGEFIELD Date \@ "MMMM d, yyyy"}	April 7, 2003
Year			
yy	Displays a two-digit year number. For years 1-9, the year number will include a leading zero.	{MERGEFIELD Date \@ "MMM-yy"}	Apr-03
yyyy	Displays a four digit year number	{MERGEFIELD Date \@ "MMMM d, yyyy"}	April 7, 2003
Hours			
h	Use lowercase h to display times based on the 12-hour clock. Lowercase h displays single-digit hours as single-digit numbers, without a leading zero.	{MERGEFIELD Time \@ "h:mm"}	6:05
hh	Use lowercase hh to display times based on the 12-hour clock. Lowercase hh displays single-digit hours with a leading zero.	{MERGEFIELD Time \@ "hh:mm am/pm"}	06:05 am
H	Use uppercase H to display times based on the 24-hour clock. Uppercase H displays single-digit hours as single-digit numbers, without a leading zero.	{MERGEFIELD Time \@ "H:mm"}	7:05
HH	Use uppercase HH to display times based on the 24-hour clock. Uppercase HH displays single-digit hours with a leading zero.	{MERGEFIELD Time \@ "HH:mm"}	18:30
Minutes (Use lowercase m for minutes, uppercase M for months)			
m	Displays single-digit minutes without a leading zero.	{MERGEFIELD Time \@ "m 'minutes'"}	2 minutes
mm	Displays single-digit minutes with a leading zero.	{MERGEFIELD Time \@ "hh:mm am/pm"}	06:05 am
AM & PM			
AM/PM	Displays uppercase AM or PM.	{MERGEFIELD Time \@ "hh:mm AM/PM"}	08:30 PM
am/pm	Displays lowercase am or pm.	{MERGEFIELD Time \@ "hh:mm am/pm"}	07:55 am
Other Text			
'text'	To display text within a date or time, enclose the text in single quotation marks.	{MERGEFIELD Time \@ "hh:mm 'EST'"}	06:15 EST
character	To include a character, such as - (hyphen), in a date or time, do not enclose in quotation marks.	{MERGEFIELD Date \@ "MMM-yy"}	Apr-03