1. Is able to replace MERGEFIELDS with the appropriate data.

**Instruction**: Add a Mail Merge field that will be replaced with real information.

First Name: «first\_name» Last Name: «last\_name»

1. It replaces MERGEFIELD with one or more paragraph, and can overflow across pages:

**Instruction**: Add a MERGEFIELD at the location where you want the information to appear.

«a\_long\_paragraph»

1. Can check checkboxes:

**Instructions**:

* 1. Use the Developer toolbar to add a checkbox;
  2. Double click, or right click the checkbox, and select properties.
  3. Add a unique token in the ‘bookmark’ field; which will be the key used in the input data stream to set the ‘checked’ state of the checkbox.

Check Me

Leave me unchecked

1. Can populate table rows with a sequence:

**Instructions:**

* 1. Create a table and format it
  2. In whichever row you want to start the sequence, insert three rows – the first and third should have ***start:****unique\_token* and***end:****unique\_token* MAILMERGE fields in the first column, and nothing in the rest of the row. The second row, between the **start** and **end** token rows, will be repeated once per item in the sequence, and should have mail merge fields that will be replaced with the given attribute of each item.

|  |  |  |  |
| --- | --- | --- | --- |
| **Meal** | **Drink** | **Appetizer** | **Dessert** |
| «start:meals» |  |  |  |
| «meal» |  | «appetizer» | «dessert» |
| «drink» |  |  |  |
| «end:meals» |  |  |  |

1. Can repeat a block with a sequential index:

**Instructions:**

* 1. Create the block that you to repeat
  2. Inside the block, define mail MERGEFIELDs that will be repeated with different information.
  3. Around the block, insert a ***start:****unique\_token* and***end:****unique\_token* MAILMERGE markers to indicate the boundaries of the block to repeat.
  4. The final result should remove the boundary markers.

«start:owners»

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«last\_name», «first\_name»

Repeat including this line.

«end:owners»

«start:owners»

Yay look it’s «first\_name»

«end:owners»