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: 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.

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 tables.

**Instructions:**

* 1. Create a table and format it
  2. The first column of the second row holds a unique table identifier. The table identifier will be used to identify the information sent to populate the table.
  3. Each column will have a merge field tag that is used to identify the columns where the data will be inserted.

|  |  |  |  |
| --- | --- | --- | --- |
| **Meal** | **Drink** | **Appetizer** | **Dessert** |
|  |  |  |  |
|  |  |  |  |

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.

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Repeat including this line.