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: Bobby Last Name: McGee

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.

Pede erat feugiat ante, auctor facilisis dui augue non turpis. Suspendisse mattis metus et justo. Aliquam erat volutpat. Suspendisse potenti. Nam hendrerit lorem commodo metus laoreet ullamcorper. Proin vel nunc a felis sollicitudin pretium. Maecenas in metus at mi mollis posuere. Quisque ac quam sed massa adipiscing rutrum. Vestibulum ipsum. Phasellus porta sapien. Maecenas venenatis tellus vel tellus.
Aliquam aliquam dolor at justo. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Morbi pretium purus a magna. Nullam dui tellus, blandit eu, facilisis non, pharetra consectetuer, leo. Maecenas sit amet ante sagittis magna imperdiet pulvinar. Vestibulum a lacus at.

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** |
| sHrImP |  | lettuce | kanafa |
| tea |  |  |  |
| fish |  | cheese cakes are really yummy | baklava |
| coffee |  |  |  |

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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jones, Bob

Repeat including this line.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fields, Sally

Repeat including this line.

Yay look it’s Bob

Yay look it’s Sally