This is the **1** page of **2**

Last field update date: **5/5/2015**

Last field update time: **5:43 PM**

The **Show All Field Codes** button on the Mail Merge ribbon tab displays field codes for all fields in the document.

The **Show All Field Results** button on the Mail Merge ribbon tab displays field results for all fields in the document.

You can insert fields manually by using specific shortcut: (**CTRL+F9**).

To calculate the field result, a field needs to be updated. Fields are updated automatically when the document is saved or printed. However, you can also update a field on demand via specific shortcut: (**F9**).

This is the **2** page of **2**