crimson

FAQ: How to Update Microsoft Word Settings for Mail Merging Amount Fields

When mail merging an exported file from Crimson into a Microsoft Word template (i.e. Thank you letters), you may need to update the settings for the amount fields in order for them to be formatted correctly in your letters and allow for up to two decimal places to display. Follow the steps below to ensure that the amount fields are mail merged in the correct format.

- 1. Leave your Excel file's amount field formatted as a money type field.
- 2. Create your Microsoft Word template/document for the mail merge like normal.
- 3. You will likely have an amount insert that looks similar to the example below. Use your mouse to hover over that amount insert field and right click on it.



- 4. Select "Toggle Field Codes" from the amount field drop-down menu.
- 5. The line should appear like this now:

File	Home	Insert	Design	Layout	References	Mailings	Review	View	🛛 Tell me	what you v	vant to do		
nvelopes	Labels	Start Mail Merge *	Select Recipients +	Edit Recipient List	Highlight Merge Fields	Address Gre Block L	eting Insert Me ne Field	rge	ules * latch Fields pdate Labels	Results	Find Recipient	M	Finish & Merge •
Creat	te		Start Mail Me	erge		Writ	e & Insert Field	s			Preview Results		Finish
		Т	hank	k you '	for yc	our do	onatio	on o	f { M	ERG	EFIELD A	41	/T }

6. Add the following to the rule: **\# \$,#0.00x** and the line should appear like this now:



7. Right click on the insert field and toggle it back to the normal view.

File	Home	Insert	Design	Layout	References	Mailings	Review	View	🛛 Tell me	what you w
velopes	Labels	Start Mail Merge *	Select Recipients - I	Edit Recipient List	Highlight Merge Fields	Address Greet Block Lin Write	ing Insert Mer e Field ₹	rge	aules - Match Fields Jpdate Labels	Results
Crea			Start Mail Me	ige		write	of insert Fields			
		Т	hank	you	for yo	our do	natio	n c	of «AN	/IT»

8. Proceed like normal with your mail merge.

Below is an example of how the amount fields should appear after you have updated the settings for those fields for the mail merge.

