Formatting Word fields with switches

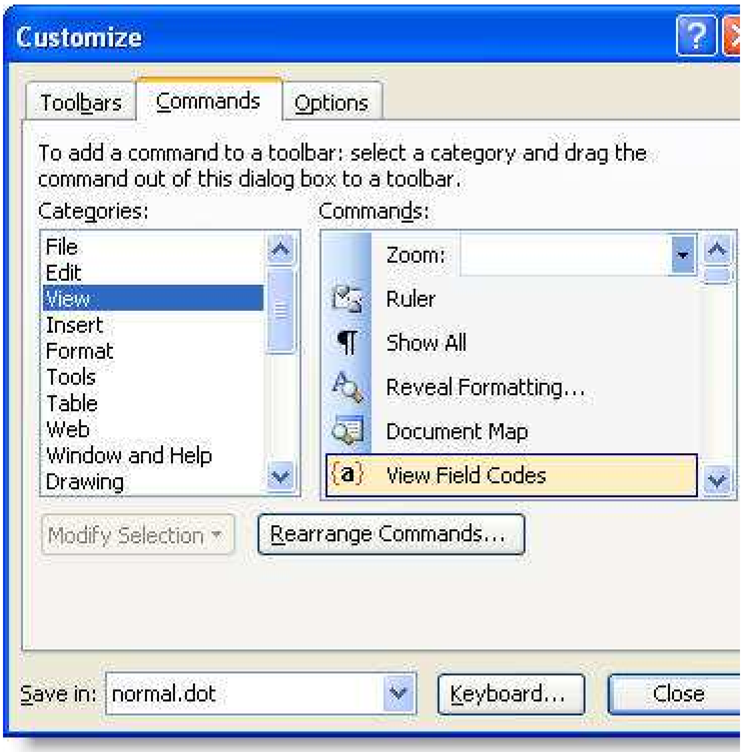
Word provides the means to format the contents of fields inserted into the document, by th masks. The full range of these switches can be found at the end of this page.

The following tips are intended to cover some of the less obvious issues.

Where field combinations are inserted manually, the field boundaries { } are insert not typed directly from the keyboard.

To edit the field switches, toggle between the field display and the result with ALT+F9 or us add a View Field Codes toolbar button to toggle the display.

Select the item from the list and drag it to a toolbar:



To add a command to a toolbar: select a category and drag the command out of this dialog box to a toolbar.

Save in: normal.dot

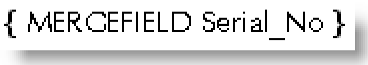
The F9 key will update the field content to reflect the changes, or you could use macro cod
fields in the document.

**Microsoft changed the way office programs are connected for the purposes of ma
2002 and this change was maintained in Office 2003/2007/2010. Word is now expec
formatting. It is still possible to revert to the old way of doing things. To this end, s
section of ' Mail Merge to Labels with Office XP'. Number fields (For negative numb
the separate entry.)**

Word's formatting switches can handle numbers up to 14 digits after which it rounds off the
cause problems when serial numbers contain more than 14 digits and the last digits are rat

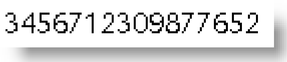
Take the example of the number **3456 7123 0987 7652**, assembled as four blocks of four d
this may be stored as a single number **3456712309877652**.

Inserting the Mergefield



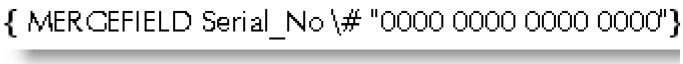
{ MERGEFIELD Serial_No }

will produce:



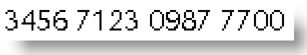
3456712309877652

Logic, and Word's help on the subject, suggests the addition of a numeric switch thus:



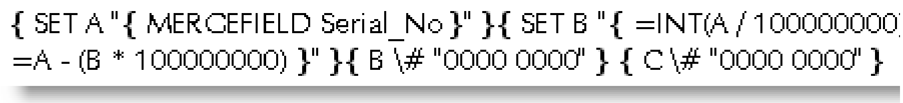
{ MERGEFIELD Serial_No \# "0000 0000 0000 0000"}

will produce the required result, but in fact what happens is that the number is rounded to 1



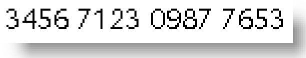
3456 7123 0987 7700

The answer should be to split up the field into two parts with the aid of the SET field to assi
bookmarks, then to display the bookmarks with the switches.



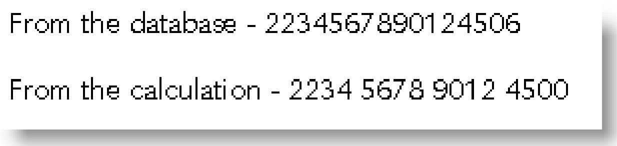
```
{ SET A "{ MERGEFIELD Serial_No }" }{ SET B "{ =INT(A / 100000000
=A - (B * 100000000) }" }{ B \# "0000 0000" } { C \# "0000 0000" }
```

The result is:



3456 7123 0987 7653

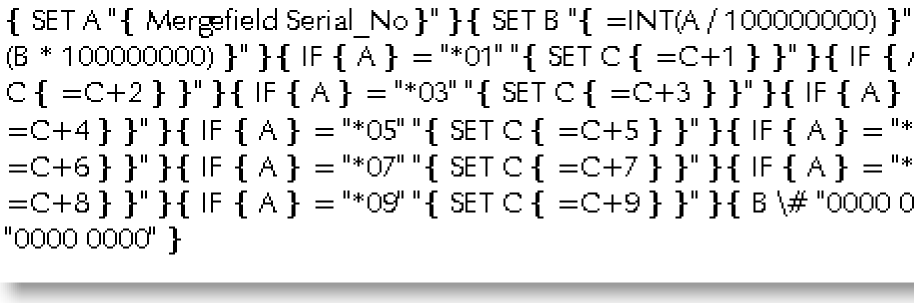
unless there is a zero as the penultimate number in the sequence, where thanks to a bug i
mathematics, the last number is rounded down to zero also.



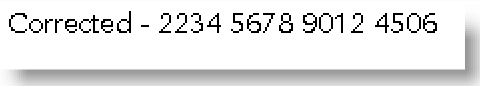
From the database - 2234567890124506

From the calculation - 2234 5678 9012 4500

It requires a little brute force to overcome this by adding the last digit back into the bookma
usually known, this means that you have to add a calculation for each of the 9 possible alte
resulting construction is never going to look elegant. But it does work.



```
{ SET A "{ Mergefield Serial_No }" }{ SET B "{ =INT(A / 100000000) }"
(B * 100000000) }" }{ IF { A } = "*01" "{ SET C { =C+1 } }" }{ IF { /
C { =C+2 } }" }{ IF { A } = "*03" "{ SET C { =C+3 } }" }{ IF { A }
=C+4 } }" }{ IF { A } = "*05" "{ SET C { =C+5 } }" }{ IF { A } = "*
=C+6 } }" }{ IF { A } = "*07" "{ SET C { =C+7 } }" }{ IF { A } = "*
=C+8 } }" }{ IF { A } = "*09" "{ SET C { =C+9 } }" }{ B \# "0000 0
"0000 0000" }
```



Corrected - 2234 5678 9012 4506

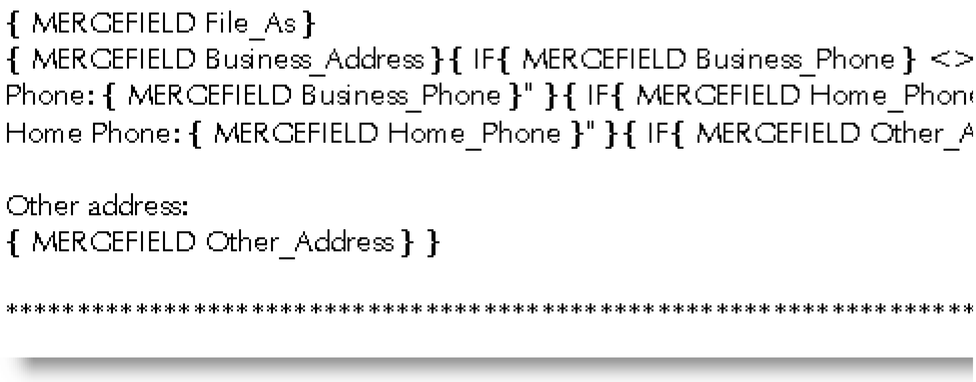
Thanks to MVP Peter Jamieson for suggesting the above solution.

Insert field information and associated text conditionally

Sometimes when merging data you may need to include additional text only when the asso
content, or you may wish to insert a particular field without leaving a space when there is n
The simplest method is to use a conditional field or fields to place the data and associated

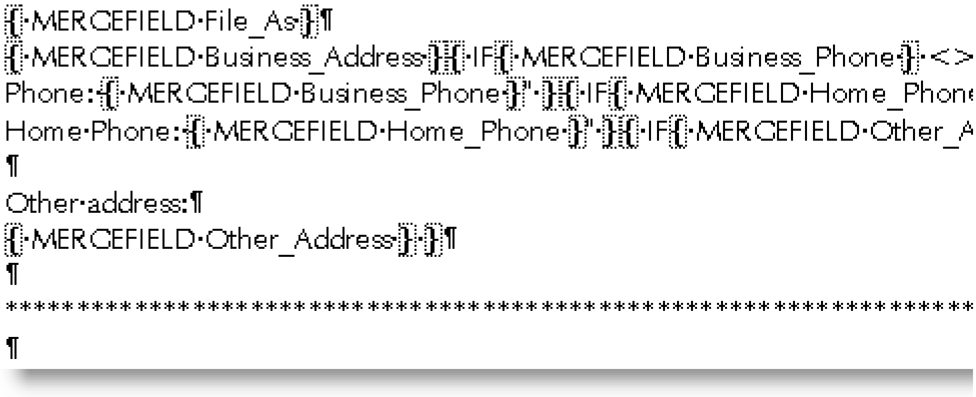
In the following example using data from an Outlook contacts list, I have prepared a simple
merge which includes various fields and associated text depending on whether the fields h

With the three records used for the illustration, one of the conditionally included fields and t
the first of the three illustrations, note the positions of the quote marks "" which set the limit



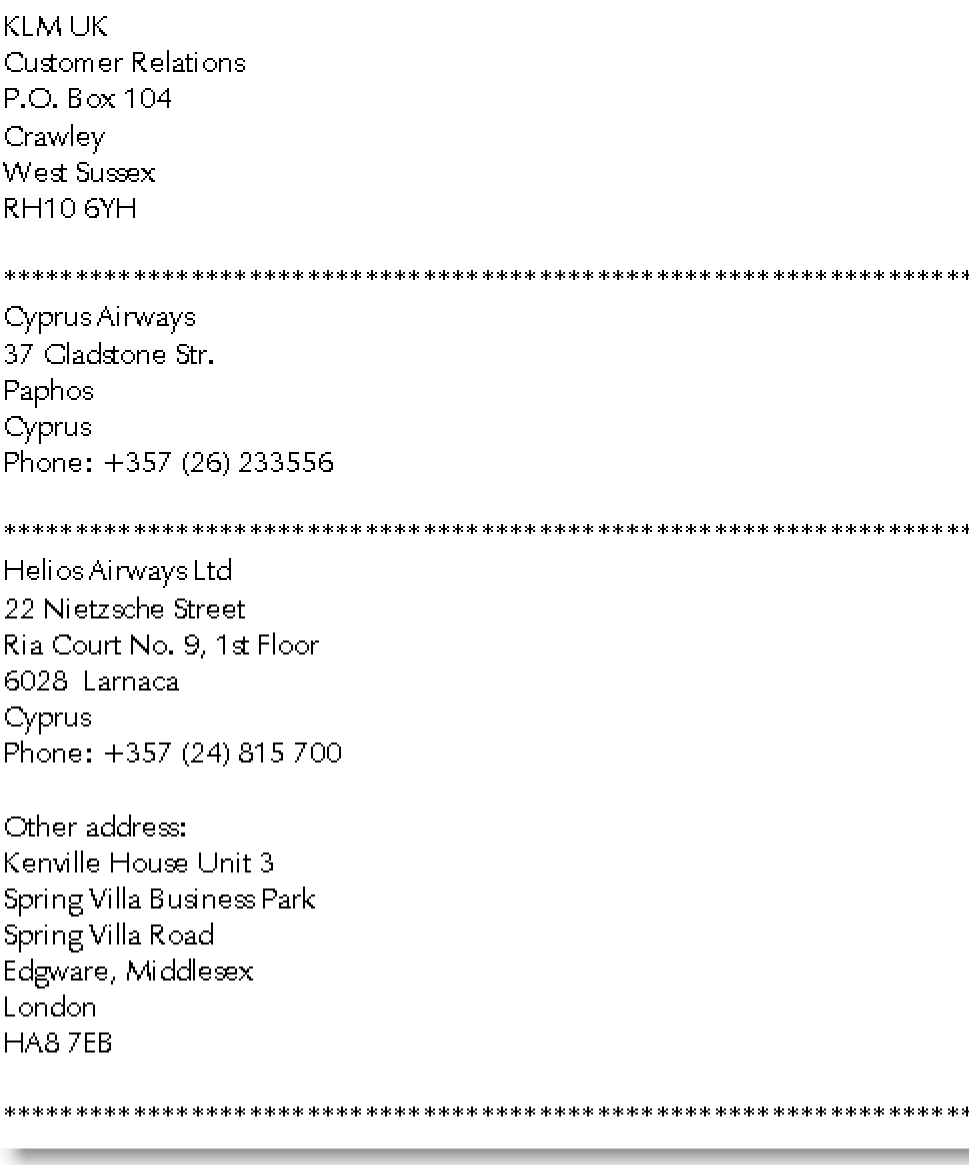
```
{ MERGEFIELD File_As }
{ MERGEFIELD Business_Address }{ IF{ MERGEFIELD Business_Phone } <>
Phone: { MERGEFIELD Business_Phone }" }{ IF{ MERGEFIELD Home_Phone
Home Phone: { MERGEFIELD Home_Phone }" }{ IF{ MERGEFIELD Other_A

Other address:
{ MERGEFIELD Other_Address } }

*******************************************************************
```

For the sake of clarification, for the second illustration I have switched on the display of for
or click the ¶ button on the toolbar).



```
{·MERGEFIELD·File_As·}¶
{·MERGEFIELD·Business_Address·}{·IF{·MERGEFIELD·Business_Phone·}·<>
Phone:·{·MERGEFIELD·Business_Phone·}"·}{·IF{·MERGEFIELD·Home_Phone
Home·Phone:·{·MERGEFIELD·Home_Phone·}"·}{·IF{·MERGEFIELD·Other_A
¶
Other·address:¶
{·MERGEFIELD·Other_Address·}·}¶
¶
*******************************************************************
¶
```

In the third of the pictures is the result of the merge



KLM UK
Customer Relations
P.O. Box 104
Crawley
West Sussex
RH10 6YH

****

Cyprus Airways
37 Gladstone Str.
Paphos
Cyprus
Phone: +357 (26) 233556

****

Helios Airways Ltd
22 Nietzsche Street
Ria Court No. 9, 1st Floor
6028 Larnaca
Cyprus
Phone: +357 (24) 815 700

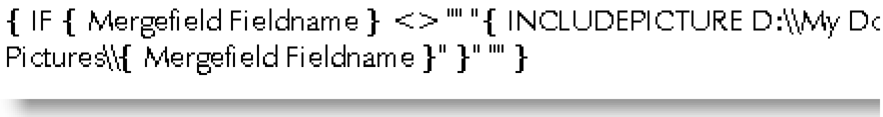
Other address:
Kenville House Unit 3
Spring Villa Business Park
Spring Villa Road
Edgware, Middlesex
London
HA8 7EB

****

Conditionally Insert a graphical image

Where images are included as part of a conditional (IF) field construction, the IncludePictur
as anticipated. The results of the conditional field are hard coded into the merge, which do
opportunity to update, following a merge to a new document. (See also **Mail Merge Graph**

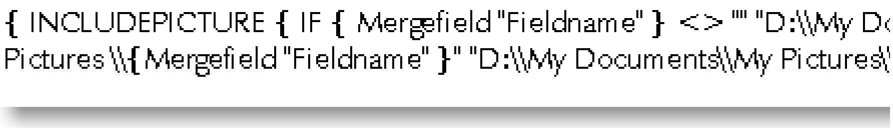
Thus conventional wisdom would suggest that:



{ IF { Mergefield Fieldname } <> "" "{ INCLUDEPICTURE D:\\My Do
Pictures\\{ Mergefield Fieldname }" }" "" }

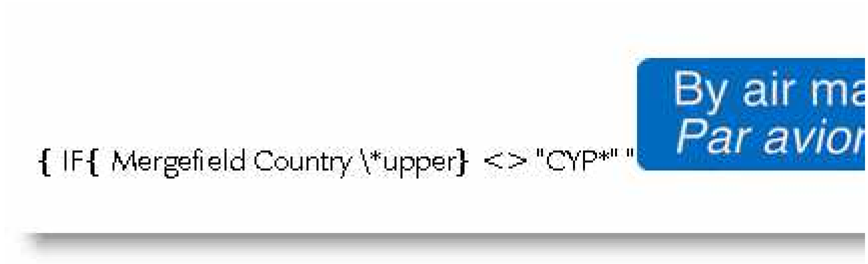
should insert the picture identified from the mergefield 'Fieldname' and nothing when the fie
Unfortunately this is not the case.

The following workaround demonstrates the insertion of a blank image where the condition
1 pixel transparent image as **Blank.jpg** to give the effect of nothing being inserted - or dow
by clicking the link). Note that INCLUDEPICTURE is the primary field and the condition is a
content rather than the other way around.



{ INCLUDEPICTURE { IF { Mergefield "Fieldname" } <> "" "D:\\My Do
Pictures \\{ Mergefield "Fieldname" }" "D:\\My Documents\\My Pictures\

You can insert the required picture into the result of the conditional field directly and that wi an airmail image to envelopes intended for other countries, you could use the following:

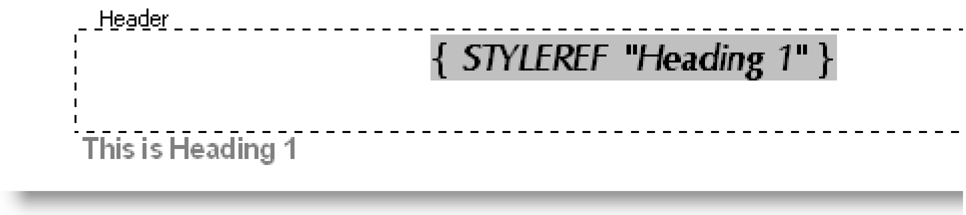


```
{ IF{ Mergefield Country \*upper} <> "CYP*" "
```

which will insert the **airmail image** when the country field is other than Cyprus (where I live

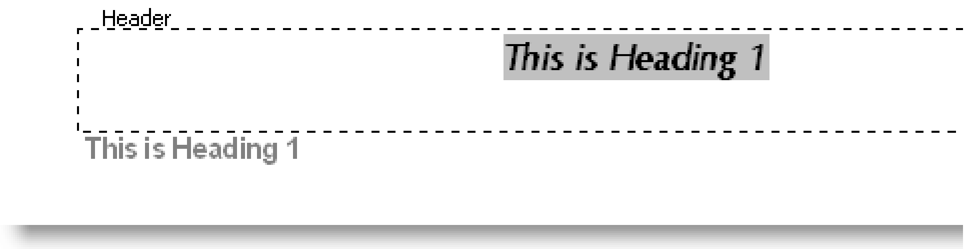
Conditionally insert a Styleref Field in a header/footer

Styleref fields are used to display the content of a nominated paragraph or character style frequently found in page header or footer.



```
{ STYLEREF "Heading 1" }
```

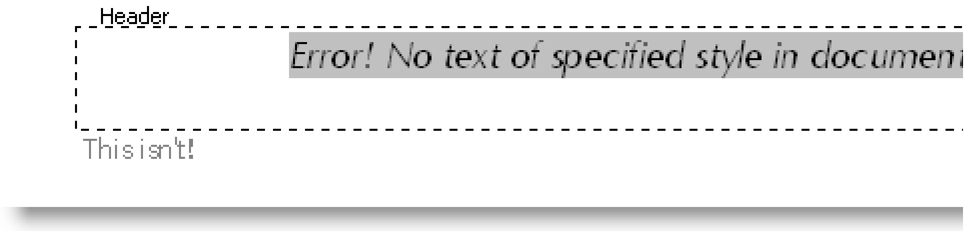
This is Heading 1



This is Heading 1

This is Heading 1

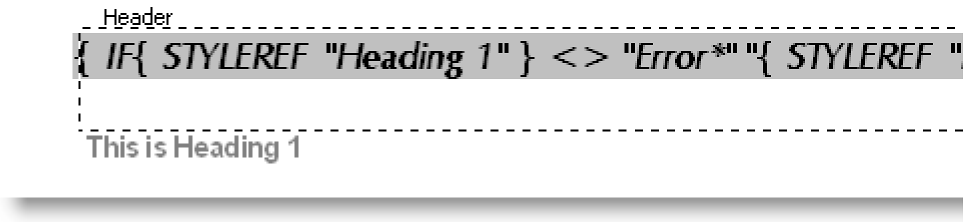
If the nominated style does not exist, then the following error message is displayed:



Error! No text of specified style in documen

This isn't!

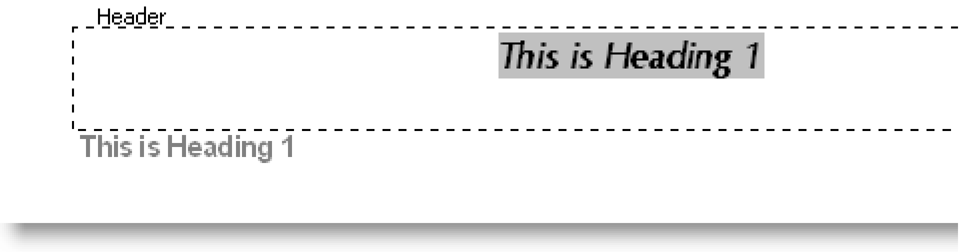
This is not very helpful when building a template that may not have this particular style. It is conditionally search for the error message in the field result and only insert the Styleref field message is not present. You can use a wildcard in the search pattern as shown.



```
{ IF{ STYLEREF "Heading 1" } <> "Error*" "{ STYLEREF "
```

This is Heading 1

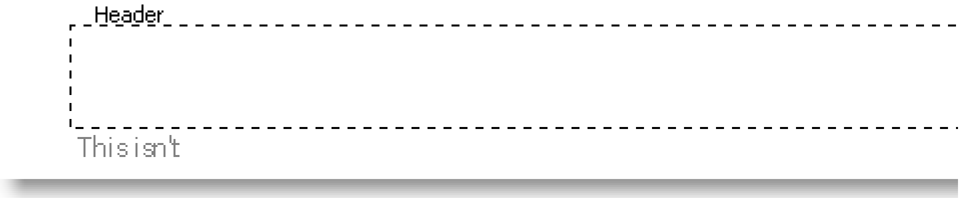
This produces the required content when the style is present ......


Header

This is Heading 1

This is Heading 1

..... but nothing when it isn't


Header

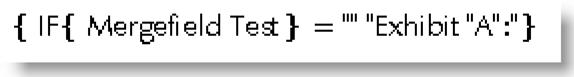
This isn't

Insert quotation marks in a conditional merge field result

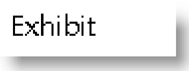
Peter Jamieson also came up with the following approach to the problem of inserting quota result of a conditional mail merge.

In a recent newsgroup question the questioner wanted to insert Exhibit "A" when a certain

The logical code for this would appear to be

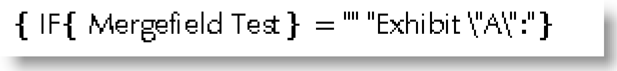

```
{ IF{ Mergefield Test } = "" "Exhibit "A":"}
```

but this chops off the text at the first quote mark:



Exhibit

You may then consider 'escaping' the quote mark with a '\' e.g.:


```
{ IF{ Mergefield Test } = "" "Exhibit \"A\":"}
```

but unfortunately Word inserts the quotes but also the slash

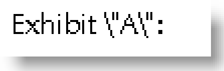
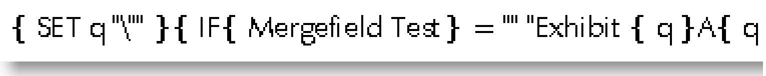
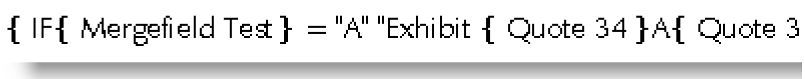


Exhibit \"A\":

One solution is to set the quote and the slash as a bookmark using a SET field and then in using REF fields (the REF part is optional) thus:


```
{ SET q "\"" }{ IF{ Mergefield Test } = "" "Exhibit { q }A{ q
```

An alternative approach is to use a pair of Quote fields to place the quotes characters direc


```
{ IF{ Mergefield Test } = "A" "Exhibit { Quote 34 }A{ Quote 3
```

either of which produces the desired result:

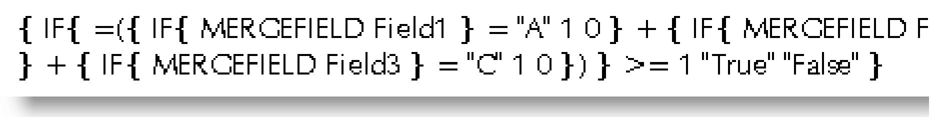
Exhibit "A":

Testing for a value in one of several fields.

Sometimes when preparing a mail merge document, you may wish to insert text based upc been inserted in one of a number of fields.

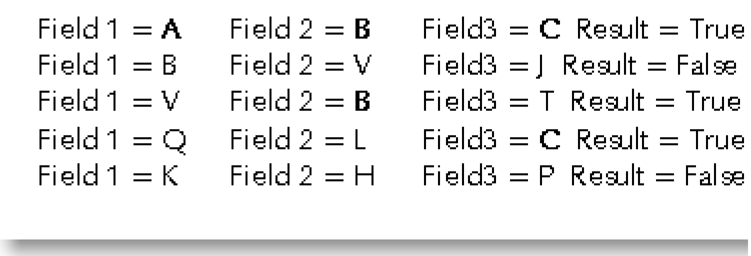
The following example tests for whether Field1 contains "A", or Field2 contains "B", or Fielc or all of those fields meet the condition, "True" is entered in the merge document. If not, "Fa real merge situation True or False can be replaced by whatever you wish.

You could test for any content using this method, which uses a collection of conditional fielc 1 or 0 into a calculation according to whether the value required is contained in the field. Th together. If the result of that calculation is 1 or more, then one of more of those fields conta Thus:



```
{ IF{ =({ IF{ MERGEFIELD Field1 } = "A" 1 0 } + { IF{ MERGEFIELD F
} + { IF{ MERGEFIELD Field3 } = "C" 1 0 }) } >= 1 "True" "False" }
```

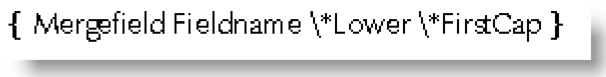
The following shows the content of the three fields and the result of the merge calculation.



Field 1 = **A**	Field 2 = **B**	Field3 = **C**	Result = True
Field 1 = B	Field 2 = V	Field3 = J	Result = False
Field 1 = V	Field 2 = **B**	Field3 = T	Result = True
Field 1 = Q	Field 2 = L	Field3 = **C**	Result = True
Field 1 = K	Field 2 = H	Field3 = P	Result = False

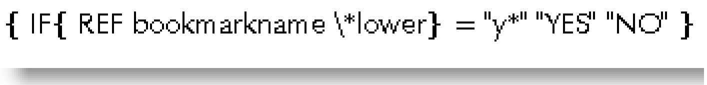
Convert upper case data to lower case with the first word capitalized.

The *FirstCap switch is normally used to format fields to lower case with the first word cap sentence. However with some upper case data sources , the switch doesn't appear to do a here is to convert the field to lower case first, by using a *Lower switch, thus:



```
{ Mergefield Fieldname \*Lower \*FirstCap }
```

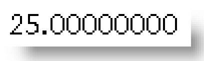
The *Lower switch is also useful when used in conjunction with data - e.g. user forms whe entered in upper or lower case, but you wish to test for the entered content. Let's take the e from a user form which requires YES to be entered in the document when the content of th 'YES' or 'Yes'. In this case add the ***Lower** switch to the REF field and test for y followed b

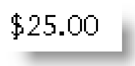


```
{ IF{ REF bookmarkname \*lower} = "y*" "YES" "NO" }
```

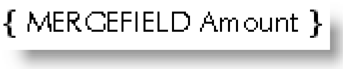
Format cash amounts to 2 decimal places

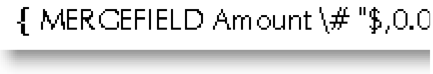
Sometimes when merging data, comprising cash amounts, especially when importing from displays up to 14 decimal places. This is caused by the way Excel handles numeric data in tamed by the addition of a switch to limit the data to 2 decimal places. e.g.


25.00000000


$25.00

are produced by the following 2 fields respectively

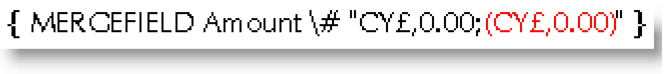

{ MERGEFIELD Amount }


{ MERGEFIELD Amount \# "$,0.0

In the second field, the switch \# "$,0.00;($,0.00)" includes a comma, which provides for the thousands and millions e.g.

and an optional currency symbol - here a dollar sign.The numeric mask can also be expres ($,#.00)" where the '#' will suppress the 0 for amounts less than a dollar.

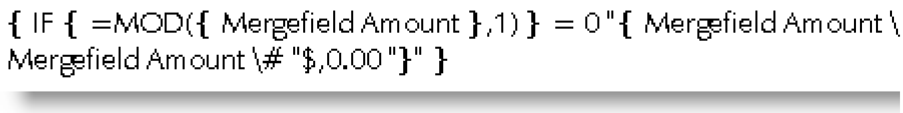
One variation I used to use a lot is for Cyprus Pound currency amounts (Cyprus has since currency):


{ MERGEFIELD Amount \# "CY£,0.00;(CY£,0.00)" }

The section after the semi colon dictates what to do with negative amounts - here they are coloured red. The semi-colon and following section are optional.

Format cash amounts to 0 decimal places

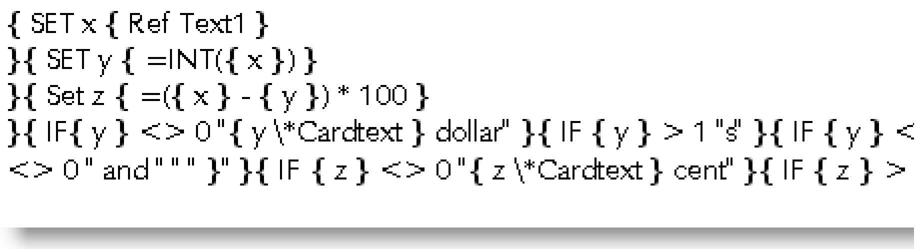
Sometimes with decimal amounts, when the amount to the right of the decimal is zero, you whole number, without the decimal, whilst retaining the amount to the right of the decimal v greater than zero e.g. $12.00, should display as $12, but $12.95 should retain its decimal a achieved with a simple switch and therefore you need to insert a conditional field to display according to what comes after the decimal. In the following example I have suppressed the amounts (see section below).


```
{ IF { =MOD({ Mergefield Amount },1) } = 0 "{ Mergefield Amount \
Mergefield Amount \# "$,0.00 "}" }
```

Formatting cash amounts in words

Word provides special switches - ***cardtext** and ***dollartext** (detailed in the table at the enc are somewhat limiting if you want to express amounts in words. It is, however, possible to c words using conditional, and formula fields with the ***cardtext** switch.

The following example takes the decimal output from a form field, using the default form fie **Text1**. The fields can be easily adapted to use mergefields and any decimal currency.


```
{ SET x { Ref Text1 }
}{ SET y { =INT({ x }) }
}{ Set z { =({ x } - { y }) * 100 }
}{ IF{ y } <> 0 "{ y \*Cardtext } dollar" }{ IF { y } > 1 "s" }{ IF { y } <
<> 0 " and " " " }" }{ IF { z } <> 0 "{ z \*Cardtext } cent" }{ IF { z } >
```

Where **Text1** contains the amount **1.00 -** the fields produce **one dollar**

Where **Text1** contains the whole number **2.00** (or greater) the fields produce **two (or more**

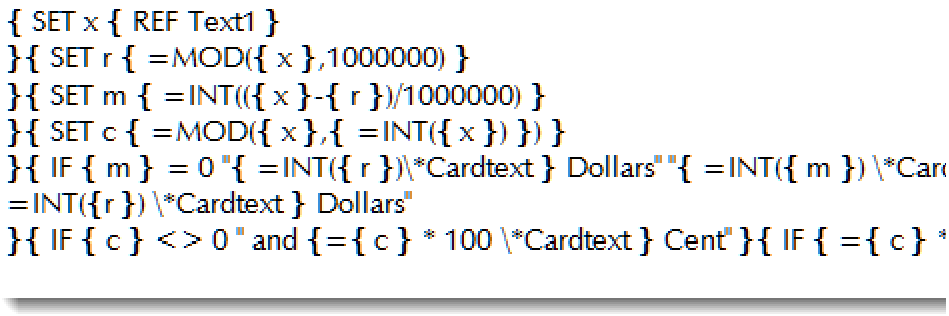
Where **Text1** contains **.01** the fields produce **one cent**

Where **Text1** contains **.50** the fields produce **fifty cents**

Where Text1 contains **5.75** the fields produce **five dollars and seventy-five cents**

etc

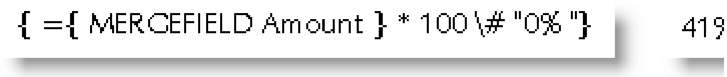
The method has problems with numbers over 1 million, so as a workaround, you could use lines of



```
{ SET x { REF Text1 }
}{ SET r { =MOD({ x },1000000) }
}{ SET m { =INT(({ x }-{ r })/1000000) }
}{ SET c { =MOD({ x },{ =INT({ x }) }) }
}{ IF { m } = 0 "{ =INT({ r })\*Cardtext } Dollars" "{ =INT({ m }) \*Card
=INT({r }) \*Cardtext } Dollars"
}{ IF { c } <> 0 " and {={ c } * 100 \*Cardtext } Cent" }{ IF { ={ c } *
```

Percentages

Frequently, percentages will display as decimals - e.g. 41% from the data may display as 0 merged into Word. To display the decimal as a percentage, you should create a calculated



```
{ ={ MERGEFIELD Amount } * 100 \# "0% "}     41%
```

Suppress field display for numbers <=0

You may wish to suppress the field result altogether, when the numeric content is 0 or a ne can be achieved with a conditional field, or more simply with a variation on the above nume **\#"$,0.00;;"**

Any positive number will display in a dollar format (the dollar sign being optional again). Ze will display nothing.

The two semi colons at the end determine what happens with negative numbers and zeros principle consider

\# "$,0.00;negative;zero"

In other words for a number greater than zero the result is formatted as **$,0.00**

For numbers less than zero - the number is formatted as negative - in this case "negative"

For a result of zero - the number is formatted as zero - and again in this example will be en

Lets say you have a data file with a single field called 'Number', which contains the followin

-1

0

1

Merging that field - **{Mergefield Number \# "$,0.00;negative;zero"}** will result in:

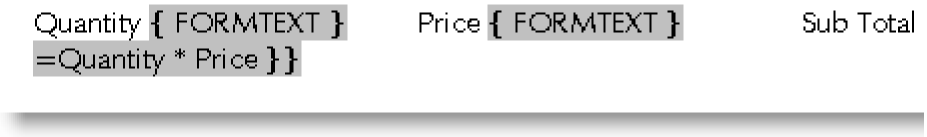
negative

zero

$1.00

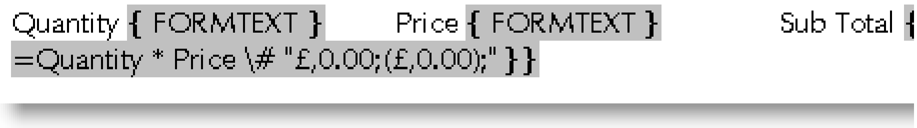
Calculated Form Fields - suppress zero

The currency switches available in a calculated form field are limited, but you can suppress calculated form field, by adding a switch to the calculation part of the field. Toggle the displa



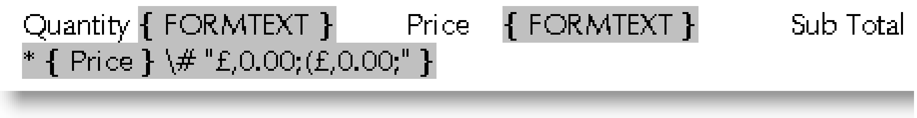
```
Quantity { FORMTEXT }        Price { FORMTEXT }           Sub Total
=Quantity * Price }}
```

Then add the switch.



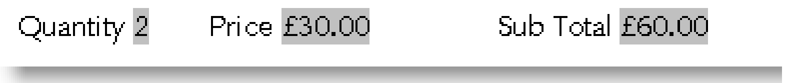
```
Quantity { FORMTEXT }        Price { FORMTEXT }           Sub Total {
=Quantity * Price \# "£,0.00;(£,0.00);" }}
```

Alternatively abandon the calculated form field and use instead a Word formula field thus:

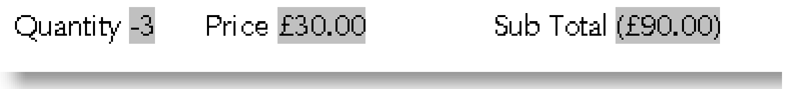


```
Quantity { FORMTEXT }        Price     { FORMTEXT }        Sub Total
* { Price } \# "£,0.00;(£,0.00;" }
```

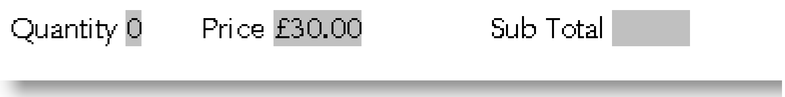
Then toggle back or lock the form to display the results, which would be the same in either



Quantity 2 Price £30.00 Sub Total £60.00



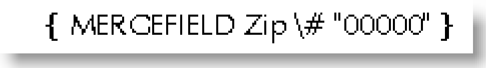
Quantity -3 Price £30.00 Sub Total (£90.00)



Quantity 0 Price £30.00 Sub Total

US Zip Codes

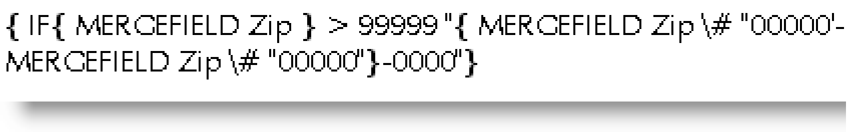
Five digit zip codes are reported as dropping the leading zero when merging from Excel/Ac simple numeric switch should fix that one



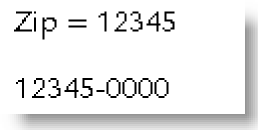
```
{ MERGEFIELD Zip \# "00000" }
```

Formatting problem: the zip codes in my data source are 5-digit or 9-digit. What I'd like to d format that will convert all ZIP codes to ZIP + four format, i.e. **12345** becomes **12345-0000** **12345-0000** and **123456789** becomes **12345-6789**

This requires the use of a conditional field which tests whether the field has five or nine dig appropriate formats.

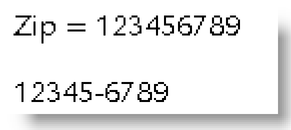


```
{ IF{ MERGEFIELD Zip } > 99999 "{ MERGEFIELD Zip \# "00000'-
MERGEFIELD Zip \# "00000"}-0000"}
```



Zip = 12345

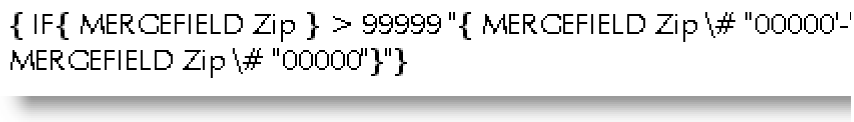
12345-0000



Zip = 123456789

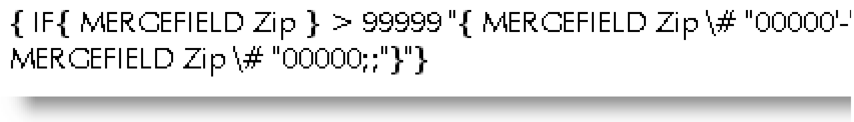
12345-6789

If you wish to display the 5 digit zips without the **'-0000'** suffix used in the above example, a the field is empty then modify the formatting switch thus:



```
{ IF{ MERGEFIELD Zip } > 99999 "{ MERGEFIELD Zip \# "00000'-'
MERGEFIELD Zip \# "00000"}"}
```

Or

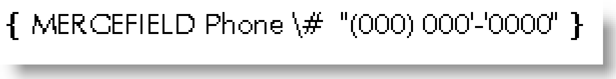


```
{ IF{ MERGEFIELD Zip } > 99999 "{ MERGEFIELD Zip \# "00000'-'
MERGEFIELD Zip \# "00000;;"}"}
```

Calculations cannot be performed on text, so in order for the above to be of use, tl entered as a continuous number of 5 or 9 digits. 9 digit numbers can be formatted formatting as a 5+4 Zip, which will provide the hyphen in the Excel display whilst r the raw data.

Telephone Numbers

Formatting problem: the telephone codes in my data source are formatted as **(000)000-000** display as **0000000000**. This requires a simple numeric/text format switch:



```
{ MERGEFIELD Phone \# "(000) 000'-'0000" }
```

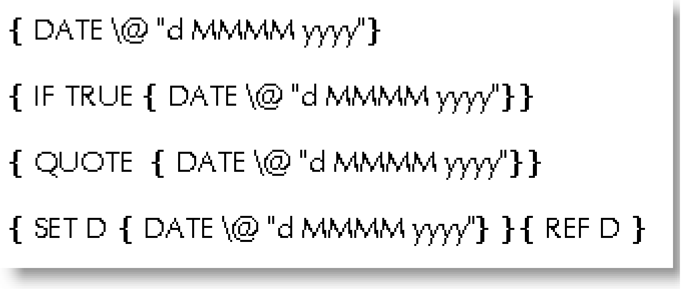
Note the single quotes around the hyphen.

Mail Merge and Date Fields

When creating a merge document that will contain a **DATE** field that is to be merged to a n documents) as opposed to printed material, ensuring the the date in the merged document which the merge took place can be problematical. **DATE** fields are preserved across a mer document is opened at a later date, it will display the system date from the PC rather than t place.

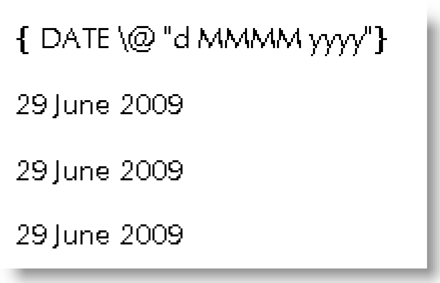
If you insert a **CREATEDATE** field then that will always display the date the document was preserved during the merge, but is converted to text. While this is fine if you merge on the d document with the field was created, you may wish to re-use the merge document, and dis date. **CREATEDATE** cannot do that (unless you use **SAVEAS** to save the merge documen

There are several ways to work around this problem e.g.



```
{ DATE \@ "d MMMM yyyy"}

{ IF TRUE { DATE \@ "d MMMM yyyy"}}

{ QUOTE { DATE \@ "d MMMM yyyy"}}

{ SET D { DATE \@ "d MMMM yyyy"} }{ REF D }
```

when merged these result as:



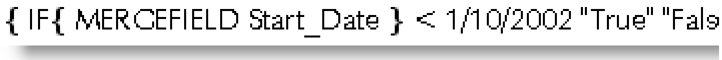
```
{ DATE \@ "d MMMM yyyy"}
29 June 2009
29 June 2009
29 June 2009
```

All but the date field are converted to text and thus retain the date of the merge.

Testing for events that occur before or after a certain date

When running a mail merge, you may want to test for events that happen before or after a merge does not convert dates to numbers, so if you cannot automatically derive a date nur the data file, as you could in (say) Excel, a different plan is called for.

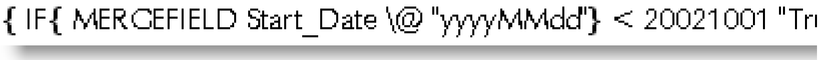
Let's say the date comes into Word in the format **d/MM/yyyy** or **1/10/2002** (1st October 20(**MERGEFIELD** called **Start_Date**. In this example, we are looking to identify records with **S** before 1st October 2002.



```
{ IF{ MERGEFIELD Start_Date } < 1/10/2002 "True" "Fals
```

The above would appear the logical check, but the check treats the date as a number and as 1, which is the first part of the number before the slash '/'. All dates other than the first o greater than 1, so all will produce the result "**False**".

We therefore need to display the date in numbers that represent the date in a unique way b **yyyyMMdd** which displays the date as a series of digits for year month and finally day, with a number that the conditional field will view as a whole.

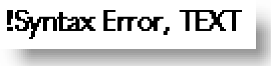


```
{ IF{ MERGEFIELD Start_Date \@ "yyyyMMdd"} < 20021001 "Tr
```

Thus any date before **1/10/2002** would produce "**True**" and any other date would produce '

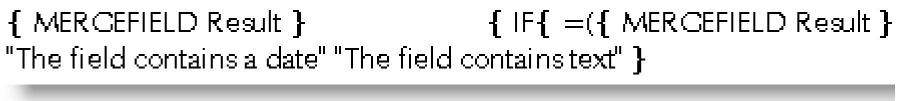
Testing for fields that may contain numbers/date or text

While it would be better to ensure that the data file has separate fields for numbers and tex to work with what you get. In a Word forum question a user wanted to test a field that conta reproduce only those fields that contained dates. The solution relies on the fact that if you p a field containing text, an error message is produced e.g.:



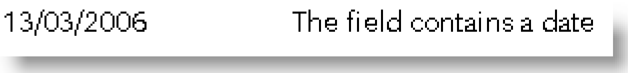
```
!Syntax Error, TEXT
```

This can be trapped in a conditional field structure by comparing the result of the field with thus:



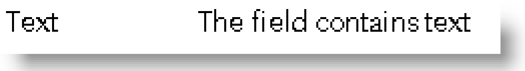
```
{ MERGEFIELD Result }                    { IF{ =({ MERGEFIELD Result }
"The field contains a date" "The field contains text" }
```

produces



```
13/03/2006               The field contains a date
```

if the field contains a date, or



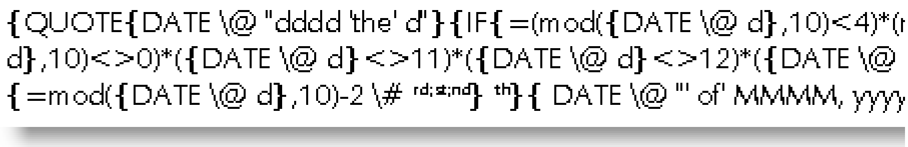
Text The field contains text

If the field contains text.

There is no need to test against the complete error message, as the condition will accept w search for the leading exclamation mark and the wildcard character '*' as shown.

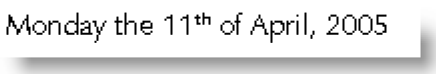
Date fields with ordinals

UK dates are often displayed using a superscripted ordinal such as **23rd November 2002**. to produce if the date is typed from the keyboard, but is difficult to produce automatically w is a possible solution suggested in fellow MVP Paul Edstein's impressive study of date fielc **download from this site in DateCalc.zip**) as shown below:-



```
{QUOTE{DATE \@ "dddd 'the' d"}{IF{=(mod({DATE \@ d},10)<4)*(r
d},10)<>0)*({DATE \@ d}<>11)*({DATE \@ d}<>12)*({DATE \@
{=mod({DATE \@ d},10)-2 \# rd;st;nd} th}{ DATE \@ "' of' MMMM, yyyy
```

which produces:-

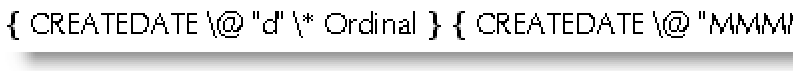


Monday the 11th of April, 2005

Without such complexity, Word can readily manage **23rd November 2002** i.e. without the s superscript is usually applied by Word's autoformat function, which does not affect insertion

The required format can be achieved by converting the field to text and then applying the a result.

For a document template start with a combination of fields:



```
{ CREATEDATE \@ "d" \* Ordinal } { CREATEDATE \@ "MMMM
```

Select both fields and save to a bookmark - call it **Date**

The following macro will run automatically when a new document is opened, which will con and autoformat to add the superscript.

```
Sub AutoNew()
Dim oRng As Range
Set oRng = ActiveDocument.Bookmarks("Date").Range
With oRng
.Fields.Unlink
.End = .Words.First.End - 1
.Start = .End - 2
.Font.Superscript = True
End With
End Sub
```

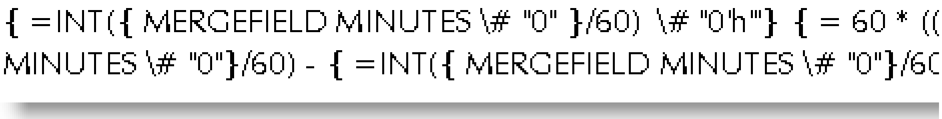
The macro MUST be saved in the relevant document template and not in the Norm

While the above is ideal where the date field is pre-inserted into a document template, whe insert a similarly formatted current date into an existing document then with a small variatic can be applied. Here the date fields a re saved to an autotext entry - this time save in the n enable such dates to be available to all documents. Call the autotext entry **Date**. The follov autotext and then converts to text and formats the result.

```
Sub InsertFormattedDate()
Dim oRng As Range
Dim oFld As Field
Set oRng = Selection.Range
NormalTemplate.AutoTextEntries("Date").Insert Where:=oRng
With oRng
.Fields.Unlink
.End = .Words.First.End - 1
.Start = .End - 2
.Font.Superscript = True
End With
End Sub
```

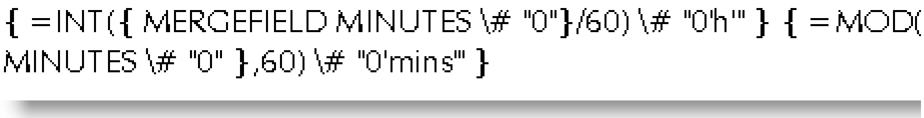
Changing minutes to hours and minutes

In a database used for mail merge, you may have a field called (e.g) MINUTES that contai e.g. 165 minutes, that you want to display in hours and minutes. Normal date/time switches you need to resort to mathematics to produce the required result



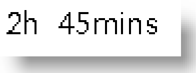
```
{ =INT({ MERGEFIELD MINUTES \# "0" }/60)  \# "0'h'"} { = 60 * ((
MINUTES \# "0"}/60) - { =INT({ MERGEFIELD MINUTES \# "0"}/6C
```

alternatively



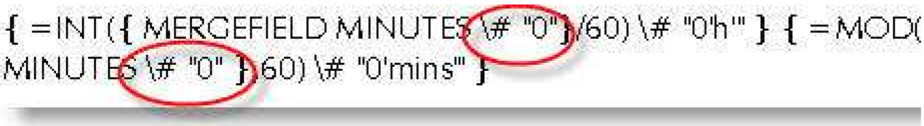
```
{ =INT({ MERGEFIELD MINUTES \# "0"}/60) \# "0'h'" } { =MOD(
MINUTES \# "0" },60) \# "0'mins'" }
```

either of which will produce



```
2h  45mins
```

In both examples the use of the formatting switches indicated below will remove any text fc thus is the field MINUTES actually contains 165 minutes, the content of the field is treated



```
{ =INT({ MERGEFIELD MINUTES \# "0"}/60) \# "0'h'" } { =MOD(
MINUTES \# "0" },60) \# "0'mins'" }
```

The basic switch information - reproduced and edited from Word Help

The following information extracted and edited from Word's own help files completes the pi of formatting switches.

Format (*) fieldswitch

The following is a list of switches and items that they capitalize:

*** Caps**	The first letter of each word. For example, { FILLIN "Type your name:" * Caps } displays "G name is typed in lowercase letters - graham mayor. **Note: Where the text to be formatted is in uppercase, the \ do nothing. In this case first convert the content to lower switch thus:** { MERGEFIELD Name *Lower *Caps }
*** FirstCap**	The first letter of the first word. For example, { COMMENTS * FirstCap } might display "Week **Note: See also the previous section concerning the anoma text is formatted as all caps.**
*** Upper**	All letters are upper case For example, { QUOTE "word" * Upper } displays "WORD".
*** Lower**	All letters are lowercase. For example, { FILENAME * Lower } displays "weekly sales re **Note: This switch has no effect if the entire field that conta as small capital letters.**

Number formats

The following is a list of number switches and their results:

***alphabetic**	Displays results as alphabetic characters. The result has the same ca the switch. For example, { SEQ appendix * ALPHABETIC } displays "B" (insteac alphabetic } displays "b".
***Arabic**	Displays results as Arabic cardinal numerals. For example, { PAGE * Arabic } displays "31". **Note: If the Number format setting in the Page Number Format d command, Insert menu) is not Arabic, this switch overrides the I**
***CardText**	Displays results as cardinal text. The result is formatted in lowercase switch to specify a different capitalization. For example, { = SUM(A1:B2) * CardText } displays "seven hundred CardText * Caps } displays "Seven Hundred Ninety".

***DollarText**	Displays results as cardinal text. Microsoft Word inserts "and" at the (first two decimals (rounded) as Arabic numerators over 100. The resu letters unless you add a format switch to specify a different capitaliza For example, { = 9.20 + 5.35 * DollarText * Upper } displays "FOURT
***Hex**	Displays results as hexadecimal numbers. For example, { QUOTE "4
***OrdText**	Displays results as ordinal text. The result is formatted in lowercase l switch to specify a different capitalization. For example, { DATE \@ "d" * OrdText } displays "twenty-first", and { FirstCap } displays "Twenty-first".
***Ordinal**	Displays results as ordinal Arabic numerals. For example, { DATE \@ **Note: See the section above relating to the insertion of superscr**
***roman**	Displays results as Roman numerals. The result has the same case a code. For example, { SEQ CHAPTER * roman } displays "xi", and { S displays "XI".

Character formats and protecting previously applied formats

The following are character formatting switches and their results:

***CHARFORMAT**	Applies the formatting of the first letter of the field to the entire result example has bold formatting because the "R" in "REF" is bold. { REF chapter2_title * CHARFORMAT } displays "**Whales of the Pa** You can of course use this to ensure that the formatting retains the f field is inserted into. Thus *{ REF chapter2_title * CHARFORMAT }* would display *"Whales of th*
***MERGEFORMAT**	Applies the formatting of the previous result to the new result. For ex displayed by the field { AUTHOR * MERGEFORMAT } and apply bo retains the bold formatting when the field is updated when the autho **Note: For some odd reason known only to Microsoft, when you Field dialog box (Insert menu, Field command), the *MERGEFO default. You can turn this option off on an individual basis by cl formatting during updates check box in the Field dialog box.**

Numeric Picture (\#) field switch

Specifies the display of a numeric result.

For example, the switch \# $,0.00 in { = SUM(ABOVE) \# $,0.00 } displays a result such as result of a field is not a number, this switch has no effect.

Quotation marks are not required around simple numeric pictures that do not inclu example, { MarchSales \# $,0.00 }. For more complex numeric pictures and those t

spaces, enclose the numeric picture in quotation marks, as shown in the following Microsoft Word adds quotation marks to numeric picture switches if you insert a f command (Insert menu) or the Formula command (Table menu).

Combine the following picture items to build a numeric picture switch.

0 (zero)	Specifies the requisite numeric places to display in the result. If the that place, Word displays a 0 (zero). For example, { = 4 + 5 \# 00.0(
#	Specifies the requisite numeric places to display in the result. If the that place, Word displays a space. For example, { = 9 + 6 \# $### }
x	Drops digits to the left of the "x" placeholder. If the placeholder is to Word rounds the result to that place. For example: { = 111053 + 111439 \# x## } displays "492". { = 1/8 \# 0.00x } displays "0.125". { = 3/4 \# .x } displays ".8".
. (decimal point)	Determines the decimal point position. For example, { = SUM(ABO\ "$495.47". **Note: Use the decimal symbol specified as part of the regional Windows Control Panel.**
, (digit grouping symbol)	Separates a series of three digits. For example, { = NetProfit \# $#,###,### } displays "$2,456,800". This can be written more simply as { = NetProfit \# $,0 } **Note: Use the digit grouping symbol specified as part of the reg Control Panel.**
- (minus sign)	Adds a minus sign to a negative result, or adds a space if the result example, { = 10 - 90 \# -0 } displays "-80" and { = 10 + 90 \# -0 } displays " 190".
+ (plus sign)	Adds a plus sign to a positive result, a minus sign to a negative resu (zero). For example, { = 100 - 90 \# +0 } displays "+10" and { = 90 - 100 \# +0 } displays "-10".
%, $, *, and so on	Includes the specified character in the result. For example, { = netprofit \# "##%" } displays "33%".
"positive; negative"	Specifies different number formats for positive and negative results. Sales95 is a positive value, the field { Sales95 \# "$,0.00;**-$, 0.00**" } displays the value with regular forma "$1,245.65". A negative value is displayed with bold formatting and a minus sign
"positive; negative; zero"	Specifies different number formats for a positive result, a negative r example, depending on the value of the Sales95 bookmark, { Sales displays positive, negative, and 0 (zero) values as follows: $1,245.6

'text'	Adds text to the result. Enclose the text in single quotation marks. F { = { Price } *8.1% \# "$,0.00 'is sales tax' " } displays "$347.44 is sales tax".
'numbereditem'	Displays the number of the preceding item that you numbered by us (Insert menu, Reference submenu) or by inserting a SEQ field. Encl "table" or "figure," in grave accents (`). The sequential number is dis example, { = SUM(A1:D4) \# ",0.00 'is the total of Table' `table`" } displays "456.34 is the total of Table 2".

Date-Time Picture (\@) field switch

Specifies the display of a date or time.

For example, the switch \@ "dddd, MMMM d, yyyy" in the field { DATE \@ "dddd, MMMM d "Friday, November 24, 2002." Combine the following date and time instructions— day (d), r (y); hours (h) and minutes (m)— to build a date-time picture. You can also include text, pun

Date instructions		
Month (M)	The letter "M" must be uppercase to distinguish months from minutes.	
	M	Displays the month as a number without a leading 0 (z example, February is "2".
	MM	Displays the month as a number with a leading 0 (zero example, February is "02".
	MMM	Displays the month as a three-letter abbreviation. For
	MMMM	Displays the month as its full name. e.g. February
Day (d)	Displays the day of the month or the day of the week. The letter "d" can be eit	
	d	Displays the day of the week or month as a number wi single-digit days. For example, the sixth day of the mo
	dd	Displays the day of the week or month as a number wi single-digit days. For example, the sixth day of the mo
	ddd	Displays the day of the week or month as a three-lette Tuesday is displayed as "Tue".
	dddd	Displays the day of the week as its full name.
Year (y)	Displays the year as two or four digits. The letter "y" can be either uppercase	
	yy	Displays the year as two digits with a leading 0 (zero) example, 1999 is displayed as "99", and 2006 is displa
	yyyy	Displays the year as four digits.

Time instructions

Hours (h)	A lowercase "h" bases time on the 12-hour clock. An uppercase "H" bases tir clock; for example, 5 P.M. is displayed as "17".	
	h or H	Displays the hour without a leading 0 (zero) for single- hour of 9 A.M. is displayed as "9".
	hh or HH	Displays the hour with a leading 0 (zero) for single-dig of 9 A.M. is displayed as "09".
Minutes (m)	The letter "m" must be lowercase to distinguish minutes from months.	
	m	Displays minutes without a leading 0 (zero) for single-(TIME \@ "m" } displays "2".
	mm	Displays minutes with a leading 0 (zero) for single-digi \@ "mm" } displays "02".
A.M. and P.M. (AM/PM)	Displays A.M. and P.M. To change the A.M. and P.M. symbols for Microsoft W settings in Windows Control Panel.	
	am/pm or AM/PM	Displays A.M. and P.M. as uppercase. For example, { TIME \@ "h AM/PM" } and { TIME \@ "h am/pm" } display "9 AM" or "5 PM". **Note: To display lower case, add a *Lower switch i *Lower } displays "9 am" or "5 pm"**

Other text and punctuation

	'text'	Any specified text in a date or time. Enclose the text in example, { TIME \@ "HH:mm 'Greenwich mean time' " } displays
	character	Includes the specified character in a date or time, such (asterisk), or space. For example, { DATE \@ "HH:mm MMM-d, 'yy" } displays "11:15 Nov
	\`numbereditem\`	Includes in a date or time the number of the preceding using the Caption command on the Insert menu (Refer a SEQ field. Enclose the item identifier, such as "table' Microsoft Word displays the sequential number in arab For example, { PRINTDATE \@ "'Table' \`table\` 'was printed on' M/d/y displays "Table 2 was printed on 9/25/02". **Note: Quotation marks are not required around sin not include spaces or text - for example,**

		{ DATE \@ MM/yy }. **For more complex date-time pictures and those tha enclose the entire date-time picture in quotation m** **{ DATE \ @ "dddd MMMM d, yyyy', at' h:mm" }.** **Microsoft Word adds quotation marks to date-time a field by using the Date and Time command or the menu)**.
	Lock Result (\!) field switch	Prevents a field that is included in the result of a BOOI REF field from being updated unless the field result in changed. Without this switch, Microsoft Word updates fields inclu the BOOKMARK, INCLUDETEXT, or REF field is upda For example, the field { INCLUDETEXT C:\\Sales\Qtr4 Sales.doc \! } inserts the contents of the document "Qtr4 Sales.doc," and an EMBED field. If you update the INCLUDETEXT field, the "\!" switch p DATE and EMBED fields in the included text unless th original document ("Qtr4 Sales.doc"). The switch ensures that the text inserted by the INCLU in the original document. To update the DATE and EM update fields in the original document ("Qtr4 Sales.doc INCLUDETEXT field.

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