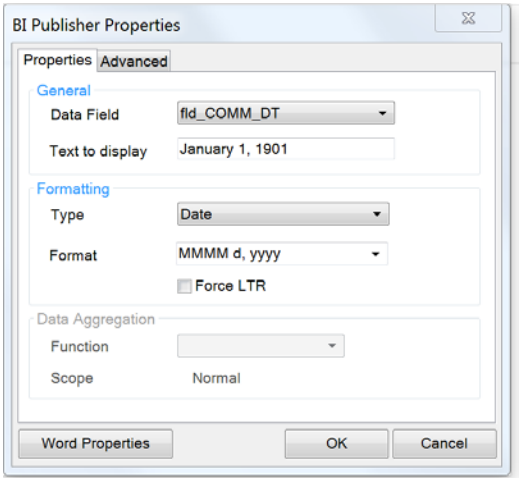
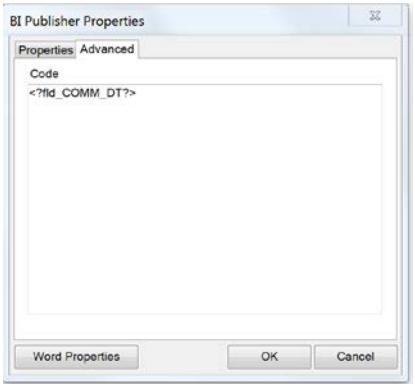
January 1, 1901 Student ID: fld_COMMON_ID

fld_FIRST_NAME fld_MIDDLE_NAME fld_LAST_NAME
fld_ADDRESS1C
fld_ADDRESS2EC
fld_CITY, fld_STATE fld_POSTALC
fld_COUNTRYEC

Dear fld_FIRST_NAME,

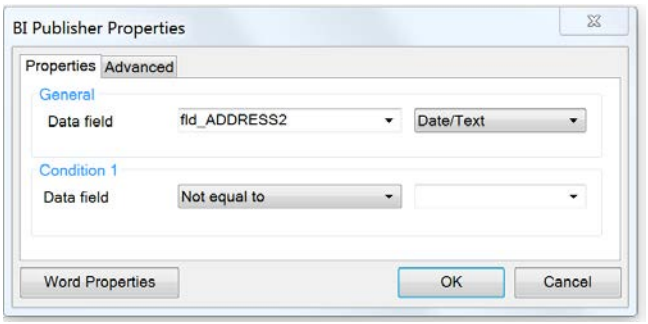
EXPLANATION – in the example above – the date is a field from the data source. I always change the display value because it's easier to know it's a field I want to control. In the example above, I am setting the format for that date.

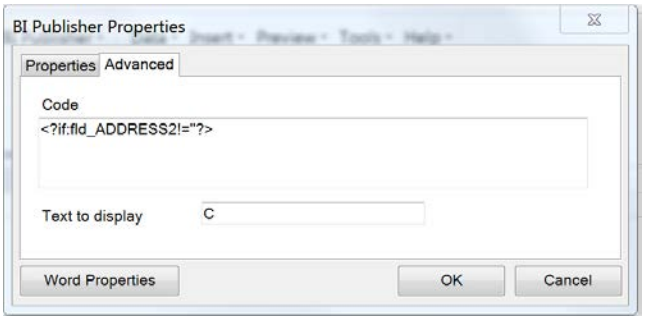




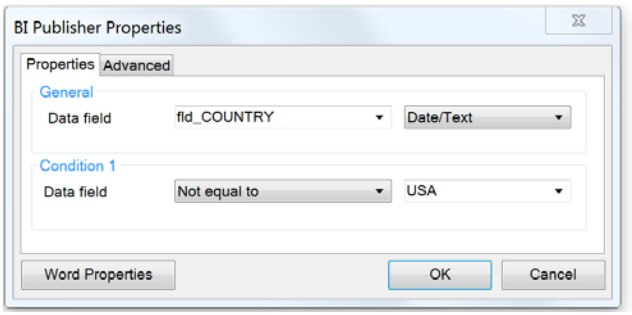
In the example above I have included the middle name. You could just as easily put a condition on the Middle Name so that if one wasn't provided it wouldn't leave an extra space.

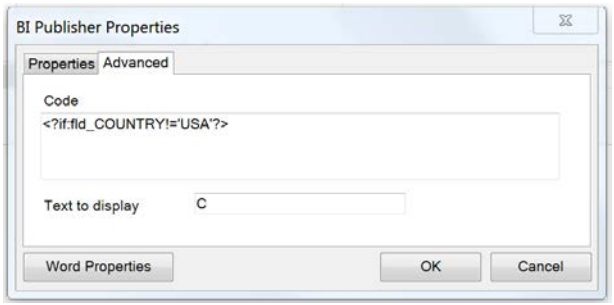
In the address section, you will notice the "C" at the end of Address1 and the "EC" at the end of Address2. The reason you do it this way is so that you don't end up with a blank row if the person doesn't have a value in Address2. I'm pasting both the Properties and Advanced tabs below so you can see – in this example the ! means "not".





Similar to the Address condition, there is a "C" at the end of the Postal and the corresponding "EC" at the end of the Country field. The reason for this is that you don't have to say USA for domestic mail. However, you may need the country for Canada, etc.





Again this is saying where the country is not equal to USA.