

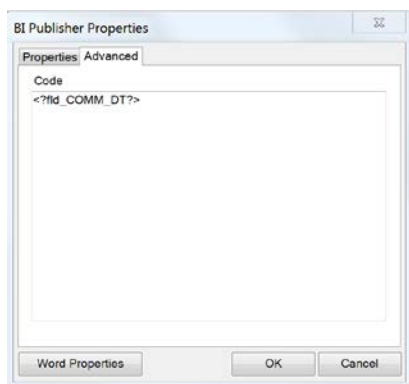
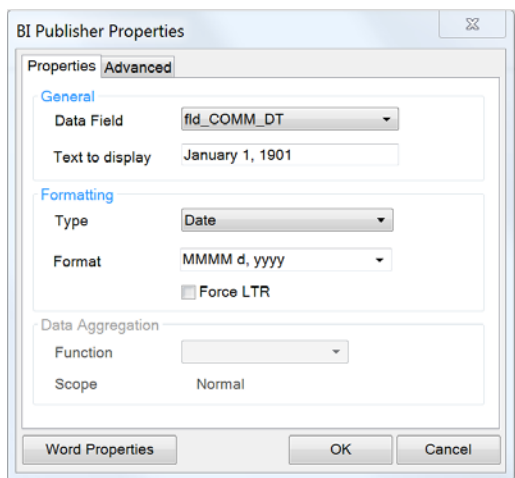
January 1, 1901

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

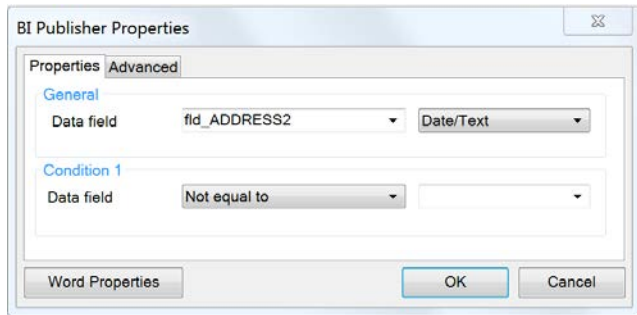
Dear fld\_FIRST\_NAME,

**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”.



BI Publisher Properties

Properties | Advanced

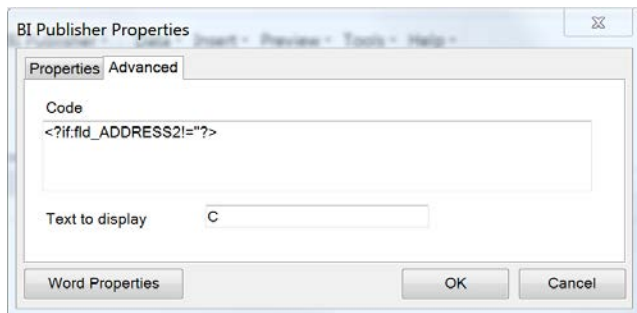
General

Data field: fld\_ADDRESS2 Date/Text

Condition 1

Data field: Not equal to

Word Properties OK Cancel



BI Publisher Properties

Properties | Advanced

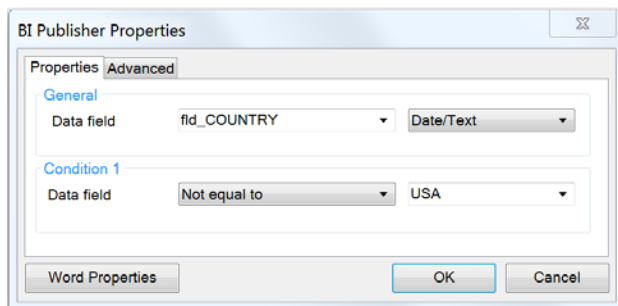
Code

<?if:fld\_ADDRESS2!="?">

Text to display: C

Word Properties OK Cancel

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.



BI Publisher Properties

Properties | Advanced

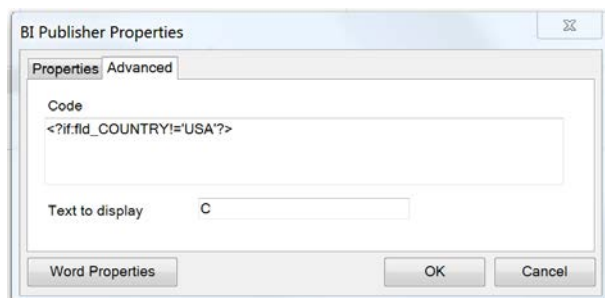
General

Data field: fld\_COUNTRY Date/Text

Condition 1

Data field: Not equal to USA

Word Properties OK Cancel



BI Publisher Properties

Properties | Advanced

Code

<?if:fld\_COUNTRY!="USA"?>

Text to display: C

Word Properties OK Cancel

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

