## COMM GEN - Word Template – Formatting Addresses

Once you have inserted a data field, you can view or edit the field properties in the BI Publisher Properties dialog.

- For these examples, first highlight the field to be formatted (ADDRESS2 or COUNTRY).
- Then, to invoke the BI Publisher Properties dialog, perform one of the following:
  - Double-click the field
  - Right-click the field, then from the menu select BI Publisher, then Properties

The changes on the Advanced tab will appear after the Properties tab has been completed. Once you have made the format changes, the letter "C" will appear before the field name, and the letters "EC" will appear at the end.

> *The following figures show the BI Publisher Properties dialog. Note the Properties tab, the Advanced tab, and the Word Properties button. Also, note that some fields may only display the Advanced tab.*

Formatting ADDRESS2 to omit row if blank
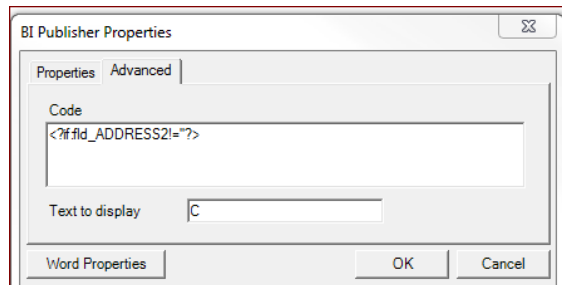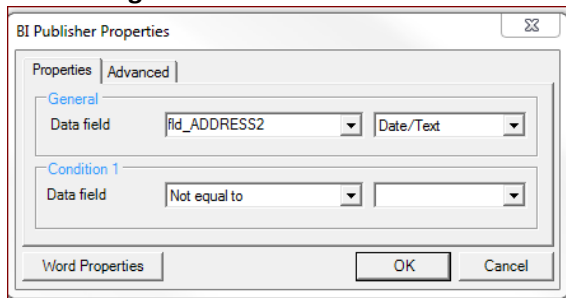
Formatting COUNTRY to show if Not USA
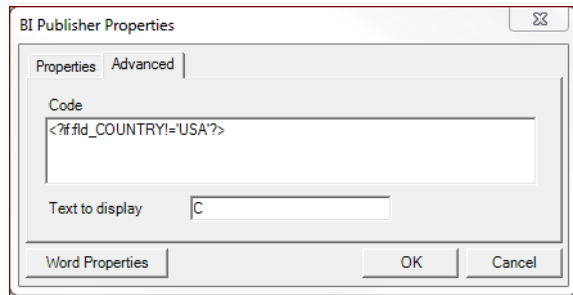
Fields in Template:

fld_FIRST_NAME fld_LAST_NAME
fld_ADDRESS1
C fld_ADDRESS2EC
fld_CITY, fld_STATE fld_POSTAL
C fld_COUNTRYEC

Output Examples:

Wesley Jones
70 Green Street
South Delhi
New Delhi, 110021
IND

Grace Middletown
80 Beverly Boulevard
Hollywood, CA 90210