



Formatting Merge fields in Word

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Format currency and other numbers by using field codes

Excel's number formatting doesn't come through in a merge.

Say your spreadsheet has a column called "price" where the numbers are formatted like this \$1,999.00.

The number will merge as 1999.

You can control the formatting by typing a few additional characters (that is, by adding a formatting switch) inside the { } braces. You can include:

- a dollar sign
- four digits by default, and a space if the number you're merging has only three digits
- two decimal places
- and a comma between the first and second numbers

Here's how:

Press ALT+F9, and you'll see the code behind the field. That code will look like this:

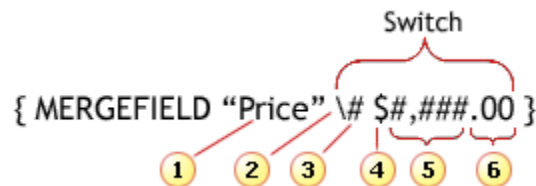
The gizmo you ordered will cost { MERGEFIELD "Price" }.

This is what you type (shown in bold) in the field code to add formatting:

{ MERGEFIELD "Price" \# \$#,###.00 }

When you finish typing, press ALT+F9 to stop looking at field codes. Now when you merge, all of your prices will be formatted exactly the way you want. (You can use this same approach with numbers other than prices.)

Here's a breakdown of the elements in the switch we just used:



1. The name of the field that you inserted into your main document. It corresponds to a column in your Excel worksheet.
2. Backslash, which starts the formatting switch.
3. Definition of the switch — in this case, to format numbers.
4. Characters that you want to include — for example, a \$ that appears before each price.
5. The maximum number of digits. If there are fewer digits in a number, Word leaves a blank. Type commas where you want them to appear in the number.
6. Decimal point, which you type where you want it to appear. The zeros specify the maximum number of digits after the decimal point. If there are fewer digits, Word puts in a zero.

In the See Also box, you will find a link (called Numeric Picture field switch) to more information about formatting numbers by using a switch.

Format dates by using field codes

You can also use a formatting switch to get dates from a Date column in your spreadsheet to look exactly the way you want in your merged documents. If you insert a Date field into the main document and then press ALT+F9, you see this:

```
{ MERGEFIELD "Date" }
```

To get all the dates in the merged documents to have the format February 18, 2008 (regardless of how the dates are formatted in the worksheet cells), you can add this formatting switch (shown in bold) to the field code:

```
{ MERGEFIELD "Date" \@ "MMMM d, yyyy" }
```

In the See Also box, you can find a link (called Date-Time Picture field switch) to more information about formatting dates by using a switch.

Other formatting

- To display the number "34987.89" as "\$34,987.89," add a numeric picture switch (\# \$#,###.00).
- To display the number "0945" as "9:45 PM," add the date/time picture switch (\@ "h:mm am/pm").
- To ensure that the merged information has the same font and point size you apply to the merge field, add the * MERGEFORMAT switch.
- * Caps Capitalizes the first letter of each word.
- * FirstCap Capitalizes the first letter of the first word.
- * Upper Capitalizes all letters.
- * Lower Formats all letters as lowercase.
- To stop zip codes from dropping leading zeros add: \# "00000"

Format	Field Codes	Example
Uppercase	{MERGEFIELD fieldName * Upper}	{MERGEFIELD ProductName * Upper}
Lowercase	{MERGEFIELD fieldName * Lower}	{MERGEFIELD ProductName * Lower}
First capital	{MERGEFIELD fieldName * FirstCap}	{MERGEFIELD ProductName * FirstCap}
Title case	{MERGEFIELD fieldName * Caps}	{MERGEFIELD ProductName * Caps}
Text before	{MERGEFIELD fieldName \b "Text to insert before"}	{MERGEFIELD OrderDate \b "Order Date: "}
Text after	{MERGEFIELD fieldName \f "Text to insert after"}	{MERGEFIELD OrderDate \f " (Order Date)"}