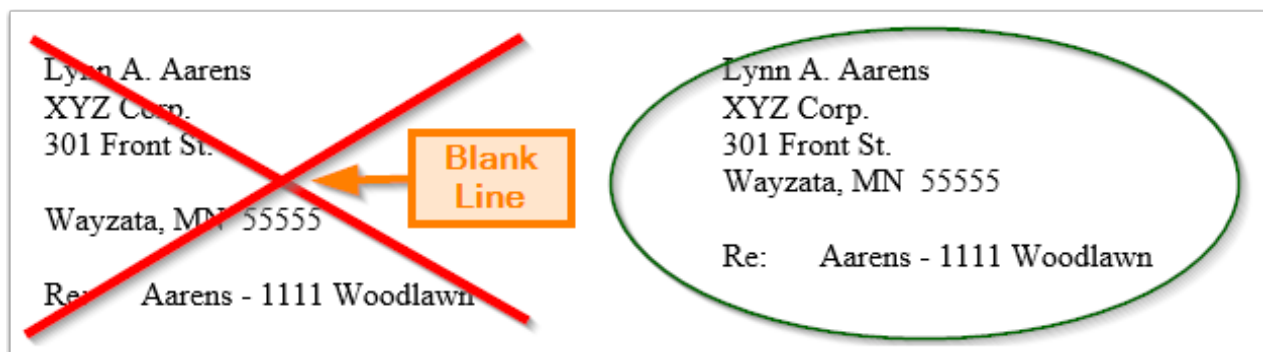


The Address2 field (typically for a Suite or Apartment Number) may or may not be blank. Use a **Field Code** to avoid a blank line if that field is blank.

Don't leave a blank line in the Address

In a Time Matters Merge Template, you can add a field that may or may not have a value. An example is the Address2 field that appears just below the Street Address (or Address1).

Using a special field code, the Address2 field can appear on a separate line if it exists. The blank line, as in the left side example, below, can be avoided.



Add a Merge Code to the Field that might be blank.

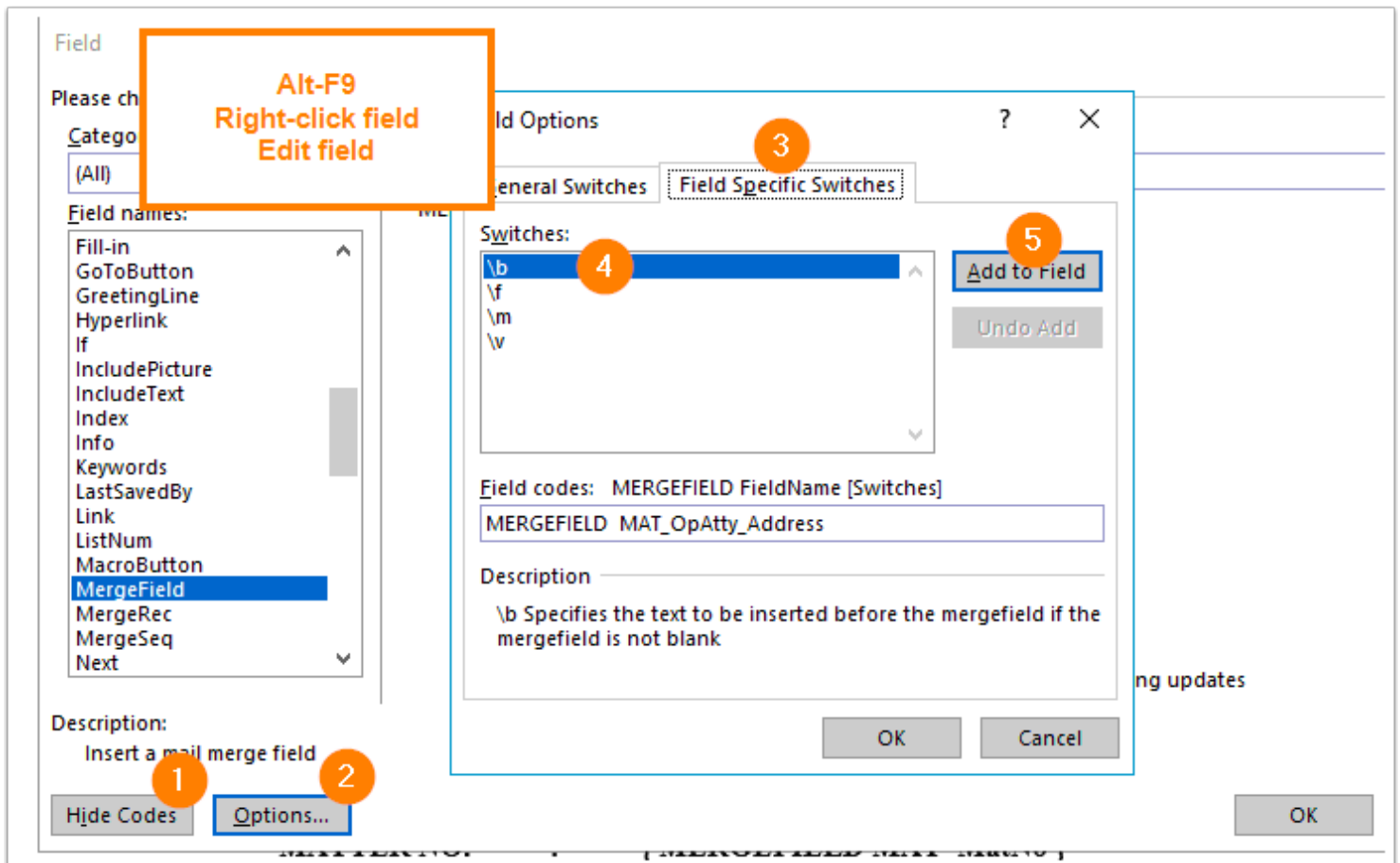
If a field, such as Address2, may or may not be blank, insert the Address2 field on the same line in the Word Document as Address1.

Now, press **Alt-F9** to show the Merge Fields.

Right-click on Address2.

Click: **Edit field**

1. Click the **Field Codes** button. It will change to **Hide Codes**.
2. Click **Options**
3. Click the tab, **Field Specific Switches**
4. Click the **\b** switch
5. Click **Add to Field**. Click: OK, Ok




Add a Paragraph in Quotes after \b

Back in the document, click in the Merge Field just after the `\b`.

Type a double quotation mark, press the **Enter** key, and type another double quotation mark.

You have just told the computer that if the Address2 field is Not Blank, put a new line (paragraph) *before* the Address2 text.

Press **Alt-F9** again to change back to the normal view of the Merge Fields.



After \b:
Type a double quotation mark (")
Press Enter
Type a double quotation mark (")

```

{ SAVEDATE \@ "MMMM d, yyyy" \* MERGEFORMAT }

{ MERGEFIELD CON_FirstName } { MERGEFIELD CON_Last_Name }
{ MERGEFIELD CON_Firm }
{ MERGEFIELD CON_Main_Address1 }{ MERGEFIELD CON_Main_Address2
\b "
"}
{ MERGEFIELD CON_Main_City }, { MERGEFIELD CON_Main_State } {
MERGEFIELD CON_Main_Zip }
```

Active Practice LLC
5200 Willson Road #150
Edina, MN 55424
952.922.1727 - 800.575.0007
info@activepractice.com
www.activepractice.com

Wells H. Anderson, J.D.

Author

Wells H. Anderson, J.D.

CEO – Active Practice LLC - www.activepractice.com

Edina, Minnesota

952.922.1727 (direct) or 800.575.0007

Expert assistance with practice management applications

Time Matters Platinum Certified Partner