

## To add a rule to your document:

1. Click the "Rules" button and choose If...Then...Else
2. Choose the field name you would like to examine
3. Choose what kind of comparison you are making. You have a choice of: equal to, not equal to, less than, greater than, less than or equal to, greater than or equal to, is blank, is not blank.
4. Type in what you would like to compare the field to. If you chose "is blank" or "is not blank", don't enter anything here.
5. In the "Insert This Text" box, enter the text you'd like to appear if your comparison is true.
6. In the "Otherwise Insert This Text" box, enter the text you'd like to appear if your comparison is NOT true.  
If you'd like, you can leave either the "Insert This Text" or "Otherwise Insert This Text" boxes blank.

## Inserting Merge Fields in Rules / Manually Editing Merge Code

Let's say you want to use an If rule (a.k.a. conditional), but you also want to display the content of a merge field in the result. You might have noticed that Word doesn't let you insert a merge field in the "Insert this text" or "Otherwise this text" areas of the pop-up when writing the rule. You can insert a merge field, but you will have to do it manually.

Here's an example of when you might want to use this. If someone has just made a commitment, but not donated, you might want to thank them for their commitment. But if they have donated, you might want to include the amount of their donation in the letter.

To do this, insert a rule and modify the result manually to include a merge field:

1. Follow the steps to add a rule to your document and make it as complete as possible (you just won't be able to add the merge field).
2. Then, click Alt-F9 to see the actual code for your If...Then...Else on the page.
3. The last two sets of quotes are "Insert This Text" and "Otherwise Insert This Text". For example:  

```
{ IF { MERGEFIELD zPledgeDue } = "y" "commitment" "gift" }
```

  
Place your cursor inside the quotes of the one to which you'd like to add the merge field. Then, click the Insert Merge Field button at the top and choose the merge field you'd like to add.