Runtime User Input merge codes give you the flexibility to add new content to a form letter at runtime.

The Runtime User Input merge codes are located in the Merge Code Browser. To launch the Merge Code Browser, open an existing form letter or create a new one by selecting Tools from the main page of CDS then clicking on Form Letter Maintenance.

Perform a search for a form letter in the Find Form Letter window or leave the fields blank to perform an open search. Click OK. In the List of Form Letters window, select a letter to modify or click on the Add Record button to create a new form letter. If you are creating or modifying a document using E-Z Editor, launch the Merge Code Browser by selecting Tools from the main menu then click on Merge Code Browser. If you are modifying or creating a document in E-Z Word, click on the Merge Code Browser button in the toolbar.

The Runtime User Input merge codes are listed alphabetically as Userinput1, Userinput2, etc., in the Merge Code List section of the Merge Code Browser.

Select a User Input merge code with a left click in the Merge Code Browser then click Insert to insert the merge code into your document. The User Input merge code will be entered in the document at the location of the active cursor.

Once you have finished creating or modifying the document, click on the small x in the upper right hand corner to close and save the document. In the Form Letter Description window, enter prompts for each User Input merge code. CDS will display the prompts when a form letter containing User Input merge codes is used for correspondence.

To use a form letter with User Input merge codes, select a contact or group of contacts for correspondence then select the form letter.

Note: For more information on selecting contacts for correspondence and using mass correspondence tools, watch the CDS Contact Correspondence course.

After selecting options in the Print Form Letter dialogue window, click Print and CDS will launch the Input Values for following Runtime Parameters window.

Enter the information for each User Input merge code in the corresponding field to the right of the User Input prompt. After entering information for the merge code, click OK. CDS will launch a print preview displaying letters merged with data in CDS (if applicable) and the information entered based on the runtime prompts.