In order for contact and spouse information to populate properly when using Contact and Spouse merge codes, the contact relationship must be defined correctly on the contact Key Relationship tab.

![Figure 1: The Key Relations tab of Joseph Ackerman.](image1)

When a contact relationship is established, the nature of the relationship is defined in the Define Relationship window.

![Figure 2: The Define Relationship window.](image2)
Contact relationships must be defined as **Husband, Wife, Spouse** or **Domestic Partner** in the **Relationship** drop-down fields for the contact and spouse merge codes to populate properly.

**Contact and Spouse Merge Codes:**

```
<<Names>> = Contact and Spouse (Titles included – only the first name of the contact identified as the Head of Household will be included with spouses sharing a last name).

<<Namesjt>> = Joint Contact and Spouse names (first name and titles included)

<<Lnames>> = Contact and Spouse last name with titles.

<<Greetings>> = Preferred greeting of Contact and Spouse (no last name)
```

**Expanded merge codes for Contact and Spouse sharing the same last name:**

```
<<Names>> = Dr. and Mrs. Joseph Ackerman, M.D.

<<Namesjt>> = Dr. Joseph and Mrs. Kathleen Ackerman

<<Lnames>> = Dr. and Mrs. Ackerman

<<Greetings>> = Joe and Katie
```

**Expanded merge codes for Contact and Spouse with different last names:**

```
<<Names>> = Mr. Brad Abernathy and Mrs. Sarah Ridgway

<<Namesjt>> = Mr. Brad Abernathy and Mrs. Sarah Ridgway

<<Lnames>> = Mr. Abernathy and Mrs. Ridgway

<<Greetings>> = Brad and Sarah
```

**Expanded merge codes for an individual with no spouse information captured in SmartOffice:**

```
<<Names>> = Mr. Frank Adams

<<Namesjt>> = Mr. Frank Adams

<<Lnames>> = Mr. Adams

<<Greetings>> = Frank
```