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.

When a contact relationship is established on the Key Relations tab, the nature of the relationship is defined using the Define Relationship window.
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)

**Examples:**

**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:

<<Names>> = Mr. Frank Adams
<<Namesjt>> = Mr. Frank Adams
<<Lnames>> = Mr. Adams
<<Greetings>> = Frank