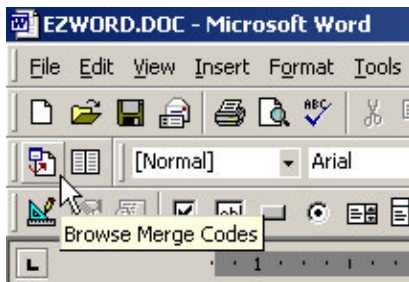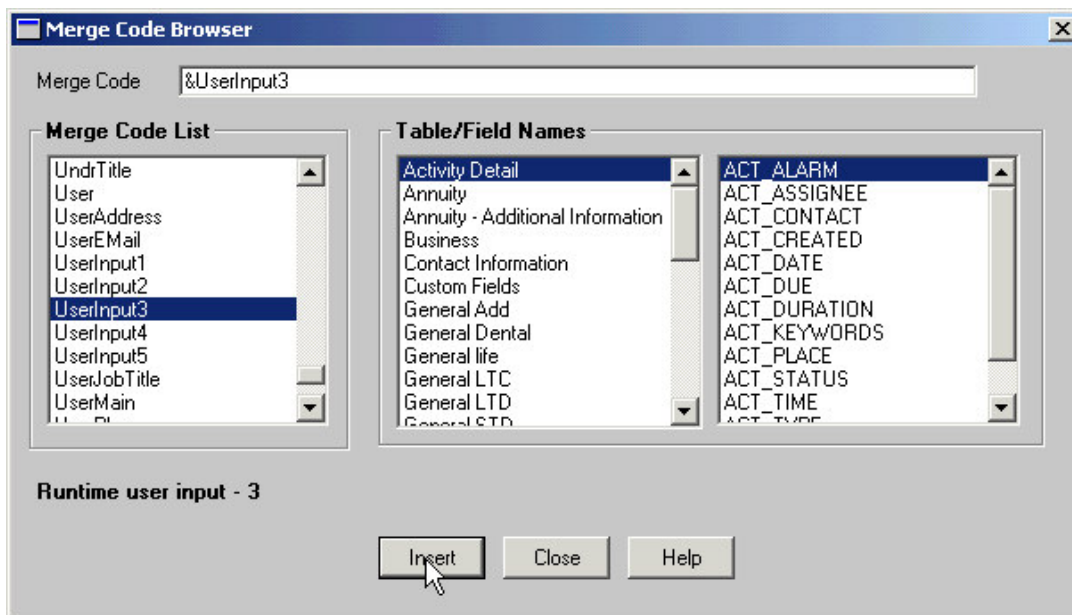# Fast-Class File

Client Data System

Volume 24: Using Runtime User Input Merge Codes

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.

```
&Date


&Name
&Address


Dear &Greeting:

We are pleased to announce that we will be holding a seminar titled
&UserInput1. This is a unique opportunity to hear from some of the leading
experts on &UserInput2.

The seminar will be held on &UserInput3 at &UserInput4. There are a limited
number of seats available...
```

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 Mail Merge course: lessons one, two and three.

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.