Creating New Custom Variables

Make your letters personal to each of your clients.

We have advanced mail merging facilities that allow you to include up to 40 custom fields of changing data in each of your letters or postcards.

Each custom field is represented by a new column of data. Like having your client's name data in one column, your custom field "telephone" data would be placed in another column. Some columns already exist called the standard fields.

In addition to this, you can also use any of the standard fields on your mailing. Here are the standard fields that can be used by default. No creation needed.

- Title
- First name
- Last name
- Company
- Job title
- Address1
- Address2
- Address3
- City
- State
- Country
- Zipcode
- Ref_id

There are two ways to create custom fields. The Automatic method and the Manual method. We will always recommend the Manual method as that gives you greater control over your variables.





Automatic

When uploading your mailing list to our platform, we allow you to select which columns of your mailing list are relevant. If you have a custom variable, simply select "New Custom Field (small text)" and it will automatically create the custom heading for you. In future headings, be sure to select that new heading as it will then appear in the drop down list from then onwards.

We need to map your column headings to our system.	Your original Column nome			What we ossigned
Hease select the convectoption for each column heading and then choose your import options.	fratriana	-	Penthame	*
Ballow is a preview of how a letter may box using your mapping.	Fasterame	-	Lastrone/Nationa	÷
The second se	company		Company	
The second secon	onnealt	-	A33/eta1	÷
	oskinen2	-	Address J	~
Understanding column types	ún,	-	ON	
Custom (Simol Text) & simult text column control to store 6 single fine of text up to 500 characters. This column cont then to another as a search filter.	Recip_state	-	New Custom Field (Israel Fest)	÷
Custom (Longe Text) A large text column can be used to store targe amounts of multi-leve text. This column will not be executed to as a service their.	Postcade		Postal Code	÷
Step Selecting the skip courren will not import any data from the column.	Add to existing group?			
	Name your new molphics program			
	Infering relative obtained didlo			
	men to strack for displacement			
	If fullhome and address matches			
	What shall we do it we that the doubt core ?			
	update any matching duplicates with the newest data imported			
	Setural country?			
	United Kingdom			
	-			
	Deservation half detected, the set (pro-	rate is new public music		
	and the second se			

We also display a blue warning message to let you know that a new custom field will be generated from this upload.

We always recommend using New Custom Field (small text) over New Custom Field (large text). New Custom Field (large text) is only used for large quantities of characters and does not work for filters. If you were typing out the body of your letter would be the only case where this is required.

The automatic method is very useful for quickly sorting your data. However, you're unable to control the automatic name given to your data. Additionally, if it is a date or email field then it might be incorrectly formatted. In this case we recommend using the Manual method.





Manual

Firstly, you need to go to your settings and click find the "Data Management Tab".

ngs <	© > tetrige > boro/feets			O C	
My terringa Billing Boomon Toonup Subscription Pran	Data Field Settings Marage our nation lists field. Mare failure frame: Single line faith * 0	units now fluid			
Account lines		10-	-		
Dota Management	bockel	tert	0		
An Insuent Log	fronte	test.			
Aver-ooks	gron	test	0		
	recip_state	Sect			
Int Setup	usemane	Text	0		

From here you are able to; See all of your created custom fields Add new custom fields Delete custom fields Decide whether you would like the custom field to be visible when reviewing your mailing list data

Simply type in the name of the custom field you would like to create, decide its category, then add the column. From that point onwards it will be selectable when uploading your mailing list.





Stannp

Using Custom Fields

We have an extensive guide on how to add custom fields here!

When adding text, a custom field will be denoted by curly brackets {}. You can add variables to your data manually if you took note of what the custom field name was or you automatically generate it, typing in { to a text box.





