

◇ IF Conditional — Merge Samples ◇

Here are some examples of conditional statements.

These are *useable* conditional statements—if you see one that fits your needs, don't hesitate to paste that conditional into your Template document.

To send a form letter to a single individual in an address file:

```
«Data ?»  
«IF Last=Jones»«ELSE»«OMIT»«ENDIF»  
.  
.  
.
```

Explanation: If the person's **Last** name equals **Jones**, proceed with merging...
 Else, skip this record and proceed to the next record in the address file.

To send a form letter to a specific company in an address file:

```
«Data ?»  
«IF Company=Soane & Associates»«ELSE»«OMIT»«ENDIF»  
.  
.  
.
```

Explanation: If the **Company** equals **Soane & Associates**, proceed with merging...
 Else, skip this record and proceed to the next record in the address file.

To send a form letter to people in a specific company and state:

```
«Data ?»  
«IF Company=Soane & Associates»«If State=CA» «ELSE»«OMIT»«ENDIF»«ENDIF»  
.  
.  
.
```

Explanation: If the **Company** equals Soane & Associates and if **State** equals CA, proceed with merging...
 Else, skip this record and proceed to the next record in the address file.

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To send form letters to a specific zip code area:

```
«Data ?»  
«IF Zip=94080»«ELSE»«OMIT»«ENDIF»  
.  
.  
.
```

Explanation: If the person's **Zip** code is equal to 94080, proceed with merging...
Else, skip this record and proceed to the next record in the address file.

To send form letters to a range of zip codes in an address file:

```
«Data ?»  
«IF Zip= »«OMIT»«ENDIF»  
«IF Zip<=94000»«OMIT»«ENDIF»  
«If Zip>94999»«OMIT»«ENDIF»  
.  
.  
.
```

Explanation: If no **Zip** code is present, skip this record and proceed to the next record in the address file.

If a **Zip** code is present, then if it is less than or equal to 94000, also skip this record and proceed to the next one.

If the **Zip** code is greater than 94000, then if it is greater than 94999, skip this record and proceed to the next one.

If **Zip** code makes it past the three conditionals above, then you know the zip code is in the 94000 to 94999 range and thus a form letter will be created.

Use the following conditional statement if you are writing a formal letter but aren't sure whether you are writing the letter to a man or woman.

```
«Data ?»  
.  
.  
.  
Dear «IF Mr/Ms»«Mr/Ms». «Last»«ELSE»«First»«ENDIF»,
```

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Explanation: If something is entered in the **Mr/Ms** field in your address file, use that gender title followed with a period (.) and the **Last** name...

Else, if nothing is entered in the **Mr/Ms** field, use the **First** name of the person.

Suppose you want to congratulate someone who makes over a certain amount of money or inspire someone who makes under that amount. The following conditional does the trick:

```
«Data ?»  
·  
·  
·  
«IF Income>=50000»Congratulations! You make a lot of money.  
«ELSE»Work both hard and smart and you will prosper.«ENDIF»  
·  
·  
·
```

Explanation: If **Income** is greater than or equal to 50000, the "Congratulations! You make a lot of money" sentence will print...

Else, print the "Work both hard and smart and you will prosper." phrase.

Please Note! WriteNow doesn't consider \$50000 or 50,000 a real number (because of the \$ sign in the first case and the (,) in the second). Make sure that all numerical comparisons are done with plain, straightforward numbers—no commas or \$ signs!

Suppose we want to send a formal letter but aren't sure if everyone in our address file has a company entry or not.

We wouldn't want our address to look like this:

Bob Barker
2331 Mission Street
Los Angeles, CA 98472

Dear Bob,

We want it to look like this:

Bob Barker
2331 Mission Street
Los Angeles, CA 98472

Dear Bob,

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(The address on the left has an unsightly BLANK line separating Bob and his address, while the address on the right has no gaps in it.)

Use the following conditional statement to exclude a blank line if a **Company** isn't entered in the address file.

```
«Data ?»  
  
«First» «Last»  
«IF Company»«Company»  
«ENDIF»«Street»  
«City», «State» «Zip»  
  
Dear «First»,  
.  
.  
.
```

Explanation: WriteNow prints both the **First** and **Last** names (separated by a space) and moves to the next line by inserting a RETURN.

If a **Company** exists, then print the name of the company and go on to the next line—which means insert a RETURN.

If no **Company** exists, then don't print the name of the company and don't insert a RETURN...but print the name of the **Street** address and move to the next line by inserting a RETURN.

Next, WriteNow prints the **City**, a comma, the **State**, a space, and the **Zip**—then moves to the next line by inserting a RETURN.

Finally, WriteNow prints Dear, the **First** name of the person, and a comma.
