



## **WordPerfect** **Merging with Plaintiff Generated Merge Data File**


- 1 From the Tools Menu, select Merge.
- 2 Create form file with appropriate merge data fields inserted in desired locations.

### **Merge Data Fields**

|    | <b>Description</b>                   |
|----|--------------------------------------|
| 1  | Last Name, First Name Middle Initial |
| 2  | Last Name                            |
| 3  | First Name                           |
| 4  | Middle Initial                       |
| 5  | Title                                |
| 6  | Address 1                            |
| 7  | Address 2                            |
| 8  | City                                 |
| 9  | State                                |
| 10 | Zip                                  |

**NOTE:** The file to be associated is the merge data file created by *The Plaintiff Law Office Software* (ie. Pmailst.csv).

**NOTE:** The Convert File Format From is **ASCII (DOS) Delimited Text**.

- 3 Point  at , then click.