Matching the fields

Finally, it is time to match the wizard's fields with the spreadsheet fields, so that items like <Surname> and "Last Name" match correctly.

1) Look at section *3* of the wizard (shown in Figure 330 on page 310). The box at the bottom displays one record at a time, using the address block format you specified. Use the right and left arrow buttons below that address box to step through the addresses, checking that they display correctly. Do not assume that all the records display correctly, just because one or two do.

2) If the addresses do not display correctly, click **Match Fields**.

   The Match Fields dialog (Figure 334) has three columns:

   – Address elements are the terms the wizard uses for each field, such as <First Name> and <Last Name>.

   – Use the *Matches to field* column to select, for each address element, the field from your data source that matches it.

   – The *Preview* column shows what will be shown for this field from the selected address block, so you can double-check that the match is correct.

3) When you have matched all the fields, click **OK** to return to the Insert Address Block dialog. Now, when you use the arrow buttons to look at all the addresses, they should all look correct. If not, go back and change anything you're not happy with, before clicking **Next** to move to the next step.

   Note that you will not be able to continue until you have correctly matched all the fields in your chosen address block. If you see <not yet matched> in a field position it indicates that the field in question is not correctly matched.
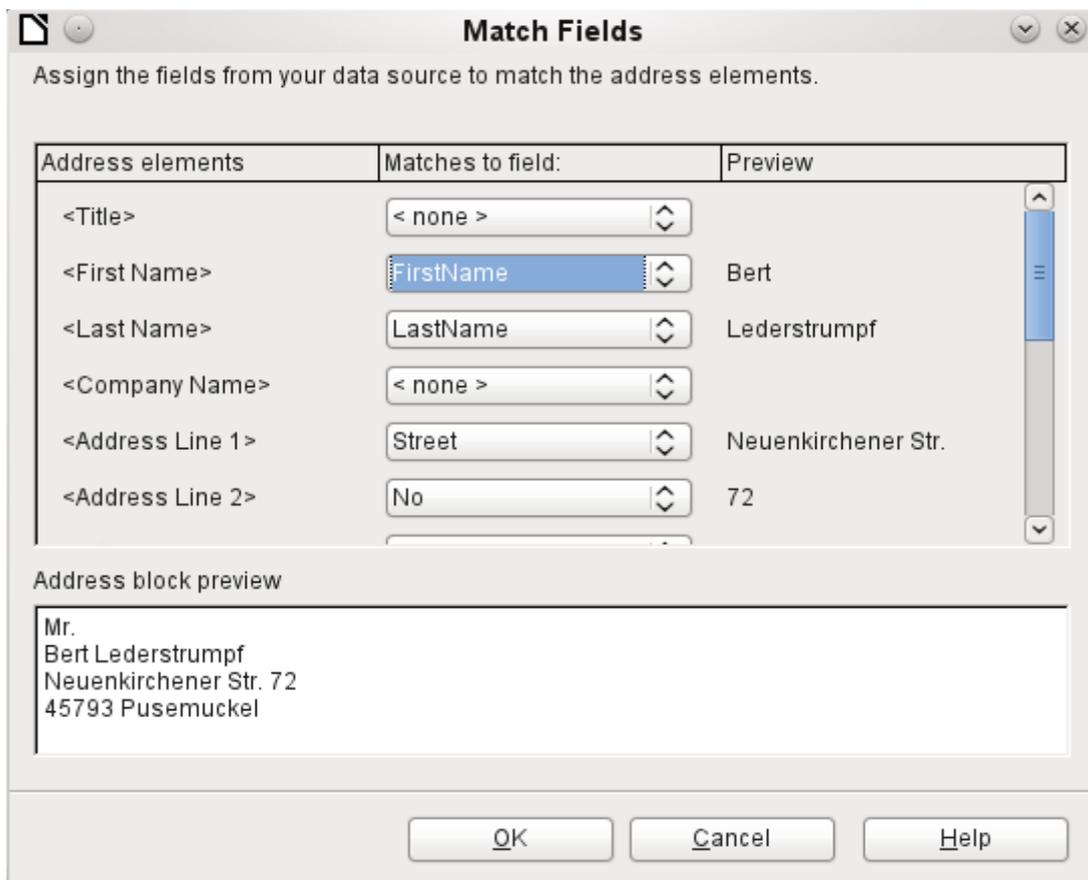

Figure 334: Match fields dialog