Figure 322: Defining a conditional hidden paragraph

3) Now click in the **Condition** box and enter the details of the condition that defines a blank address field. It has the general form of:

`![Database.Table.Database field]`

For example, in our database the condition to test if the *AD2* field is empty would be:

- `![Addresses.Sheet1.AD2]` as illustrated in Figure 322.
- Alternative ways to express this condition include `NOT Addresses.Sheet1.AD2` and `Addresses.Sheet1.AD2 EQ ""`.

4) Click **Insert**.

Saving merged documents

You may prefer to save the letters in a file, to allow for proofreading or formatting. To do this:

1) In the Mail Merge dialog (Figure 321), select the records to be included, then select **File** in the *Output* section to activate some other choices on the page (Figure 323).

2) You can choose whether to save the output as a single document (containing all of the letters) or save the letters as individual documents; and you can specify the name, location, and format of the files.
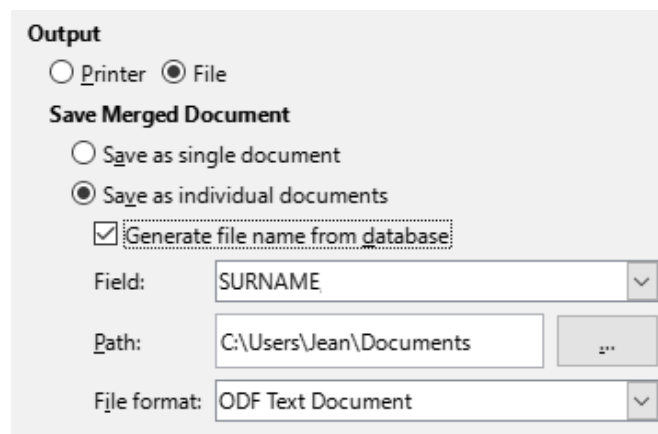

Figure 323: Saving output to a file

3) Click **OK**. In the Save as dialog, enter a file name for the saved letters and choose a folder in which to save them. The letters will be saved consecutively as separate pages in the single document, or numbered consecutively in individual files.

You can now open the letters and edit them individually as you would edit any other document.