

Notepad .LET Merge Fields

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This article provides a list of merge fields that can be inserted into .LET file type documents within the [Merge Letters](#) menu. For a list of merge fields for .DOC/Word merge documents, see the [Word .DOC Merge Fields article](#). In addition to the below merge fields, all of those found in the [Word .DOC Merge Fields article](#) will work as well.

The 'Field Editor' and 'Page Numbers' are greyed out as these cannot be used in .LET letters.

Special Field Codes

In merge documents, text can be bold, underlined, or a different font. The following formatting codes are used for documents in the .LET format. This includes [Certificate Cover Letters](#), [Arrears Notice Cover Letters](#) and [Arrears Letters](#).

To insert the letterhead specified for this building at the top of a page type	{LetterHead}
To start a new page type:	{PageBreak}
To insert the plan name type:	<CompanyTitle>
To insert today's date type:	<Today>
For a structured name and address with post code type:	<NameAndAddress>, <NameAndNoticeAddress>, <NameAndLevyNoticeAddress>, <NameAndLevyNoticeAddressAuto> or <NameAndAddressAuto>
To print the first name only type:	<FirstNameOnly>
To insert the CTS number type:	<CTS>
To insert the regulatory module type:	<RegMod>
To insert the plan number type:	<PlanNumber>

Formatting Fields

Document printing setup is always typed at the start of the letter. By default, paragraphs that stretch over more than one line are now formatted 'Justified'. Similar to word processing programs, this means that the text will be spaced out evenly to print with nice straight edges down both the left and right sides of the letter.

* Distance measurements are always in 300ths of an inch, IE: 1 inch =300 dots.

&TopMargin=300	where 300 is the number of dots from the top of the page - needs to be on a line on its own
&LeftMargin=150	where 150 is the number of dots from the left of the page- needs to be on a line on its own
&RightMargin=1950	where 1950 is the number of dots from the left of the page - needs to be on a line on its own
&Justify=X	Replace 'X' with one of the following: '0' means No Justification or Left Justification: '1' means Right Justification: '2' means Full Justification '3' means Centre justified - needs to be on a line on its own
&LineSpacing=X	Replace 'X' with a number for the point size. The default Line Spacing for Merge Letters and Certificate text is 2 points or can be manually controlled with this command - needs to be on a line on its own
&MainFont=3	where 3 is the font number from the Font Details list - needs to be on a line on its own
<Building-X>	Inserts data from Building file where X is the field number. To assist in writing a letter, it is possible to print a list of the fields in 3 categories: 'Building', 'General' or 'Insurance'.

Different Font Types

To change the size of printing or otherwise manipulate the printed text, use the following commands in squiggly brackets (e.g. {Font=3}):

{Font=#}	Select which of 11 pre-defined (and customisable) font and format combinations to use. e.g: Font 11 is Times New Roman Italics 12. Font 1 is Times New Roman 10
{ULineOn}	Underline switched ON
{ULineOff}	Underline switched OFF
{BoldOn}	Bold switched ON
{BoldOff}	Bold switched OFF
{Centre}	Centre only centres the line it is on and needs to be added prior to the wording you want in the centre

{Columns=#500 some text#1200 More Text	Columns
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All text following the command and before another one will be printed in the format of the command it is following. Each time the text needs a different formatting, another command needs to be used to turn the formatting off or change back to another font.

{Font=37}ARIAL NARROW:

{Font=26}This is Arial Narrow 8

{Font=27}This is Arial Narrow 8.5

{Font=28}This is Arial Narrow 10

{Font=29}This is Arial Narrow 10 Bold

{Font=30}This is Arial Narrow 12

{Font=31}This is Arial Narrow 12 Bold

{Font=32}This is Arial Narrow 14

{Font=33}This is Arial Narrow 14 Bold

{Font=34}This is Arial Narrow 18

{Font=35}This is Arial Narrow 18 Bold

{Font=36}This is Arial Narrow 21

{Font=37}This is Arial Narrow 21 Bold

{Font=14}This is Verdana 8

{Font=15}This is Verdana 8.5Var

{Font=16}This is Verdana 10

{Font=17}This is Verdana 10 Bold

{Font=18}This is Verdana 12

{Font=19}This is Verdana 12 Bold

{Font=20}This is Verdana 14

{Font=21}This is Verdana 14 Bold

{Font=22}This is Verdana 18

{Font=23}This is Verdana 18 Bold

{Font=24}This is Verdana 21

{Font=25}This is Verdana 21 Bold

{Font=12}This is CG Times 8

{Font=13}This is CG Times 8.5

{Font=1}This is CG Times 10

{Font=2}This is CG Times 10 Bold

{Font=3}This is CG Times 12

{Font=4}This is CG Times 12 Bold

{Font=11}This is CG Times12 Italic

{Font=5}This is CG Times 14

{Font=6}This is CG Times 15 Bold

{Font=7}This is CG Times 18

{Font=8}This is CG Times 18 Bold

{Font=9}This is CG Times 21

{Font=10}This is CG Times 21 Bold

{Font=38}This is Arial 8

{Font=60}This is Arial 8 Bold

{Font=39}This is Arial 8.5

{Font=40}This is Arial 10

{Font=41}This is Arial 10 Bold

{Font=42}This is Arial 12

{Font=43}This is Arial 12 Bold

{Font=44}This is Arial 14

{Font=45}This is Arial 15

{Font=46}This is Arial 18

{Font=47}This is Arial 18 Bold

{Font=48}This is Arial 21

{Font=49}This is Arial 21 Bold

{Font=50}This is Helvet 10

{Font=51}This is Helvet 10 Bold

{Font=52}This is Helvet 12

{Font=53}This is Helvet 12 Bold

{Font=54}This is Helvet 14

{Font=55}This is Helvet 15 Bold

{Font=56}This is Helvet 18

{Font=57}This is Helvet 18 Bold

{Font=58}This is Helvet 21

{Font=59}This is Helvet 21 Bold

Unsupported font types for Sub-Groups arrears

Please note that some of the fonts above are not supported in the Sub-Group arrears letter setups. These include:

{Font=38}This is Arial 8

{Font=49}This is Arial 21 Bold

{Font=60}This is Arial 8 Bold