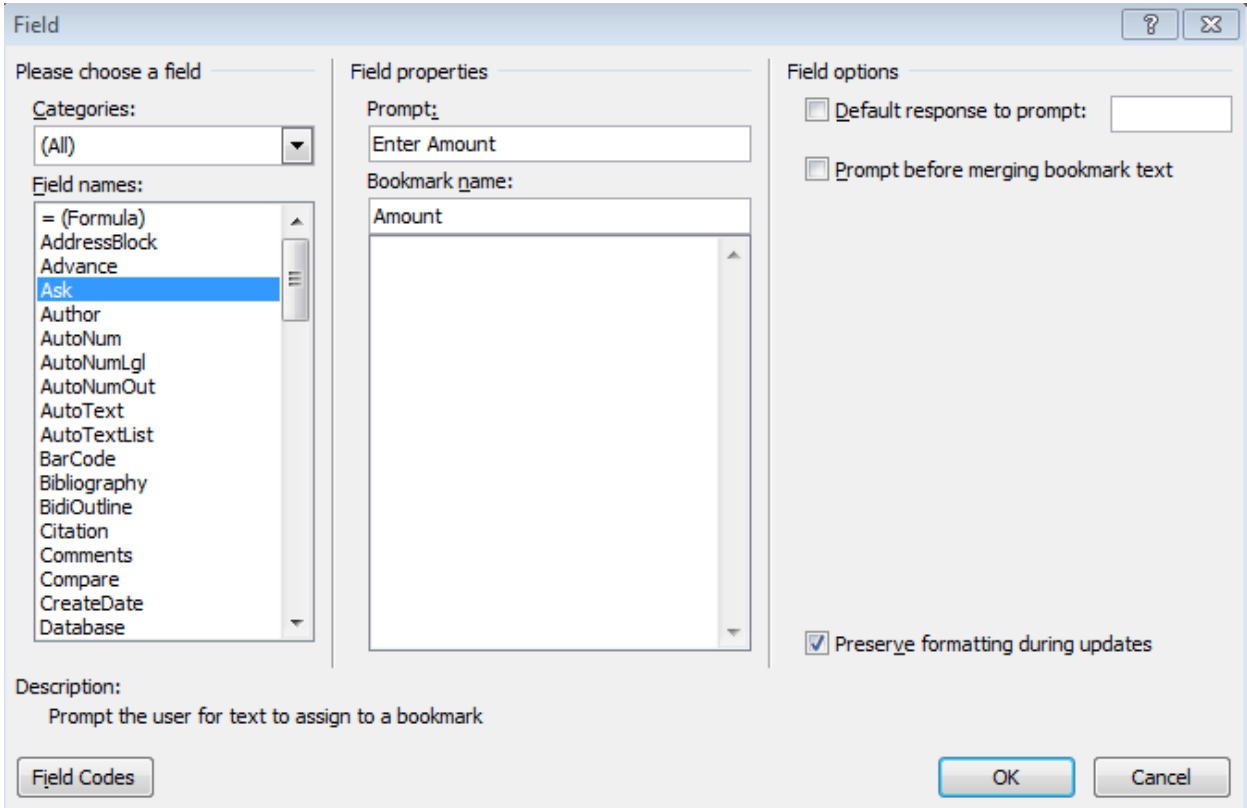


Ask question in Mail Merge

To use the Ask field in a document, do the following:

1. On the **Insert** tab, in the **Text** group, click **Quick Parts**, and then click **Field**.
2. In the **Field names** list, select **Ask**.
3. In the **Prompt** box, type the question that you want answered.
4. In the **Bookmark name** box, type a name for the bookmark that will store the response to the prompt.



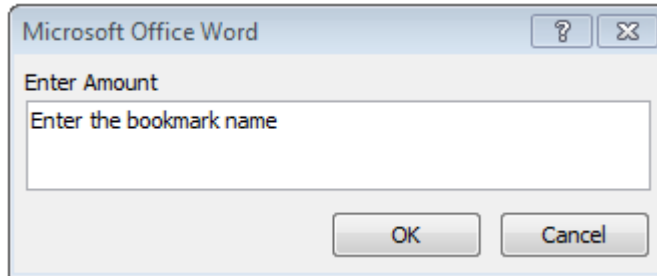
The screenshot shows the 'Field' dialog box with the following settings:

- Categories:** (All)
- Field names:** Ask (selected)
- Prompt:** Enter Amount
- Bookmark name:** Amount
- Field options:**
 - Default response to prompt:
 - Prompt before merging bookmark text
 - Preserve formatting during updates
- Description:** Prompt the user for text to assign to a bookmark

5. If you want a predefined response, select the **Default response to prompt** check box, and type the text.
6. If you want the same response to apply to all the records in a mail merge, select the **Prompt before merging bookmark text** check box. Otherwise, Word will prompt you for a response with each record.

7. Click **OK**.

This screen will appear next and you need to enter the bookmark name eg Amount and okay the screen



To insert a field for displaying the content of a bookmark, do the following:

1. Place the insertion point in the document after the ASK field.
2. Press Ctrl F9 and to get the {} then type in the middle the ask bookmark field e.g. Amount