



Merge Templates

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CWP – Word Processing

Agenda

01

Template Structure

02

**Creating a Merge
Template**

03

Troubleshooting





General Merge Fields

- Document Issue Date
- Requestor name/address
- Request Number
- Actioning Officer
- Date of complaint

Extracted information

- Answers from questionnaire

Other

- Insert officers signature
- Headers and footers

Content

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Let's Start

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Questions?

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