
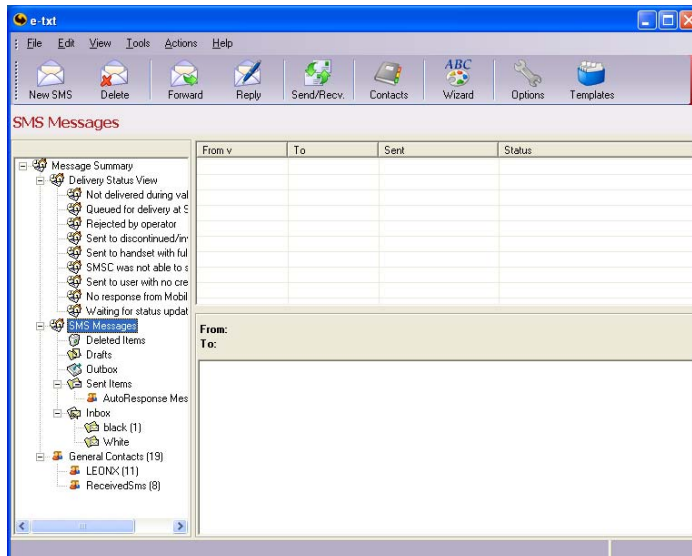
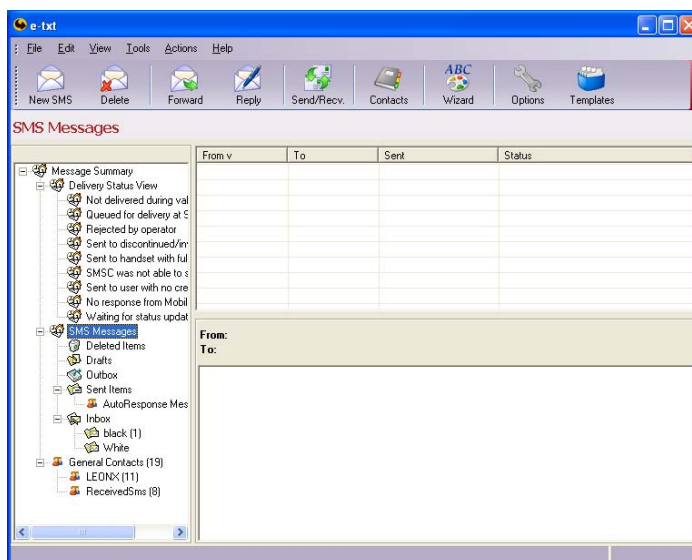


How to Personalise a text message using Merge Fields

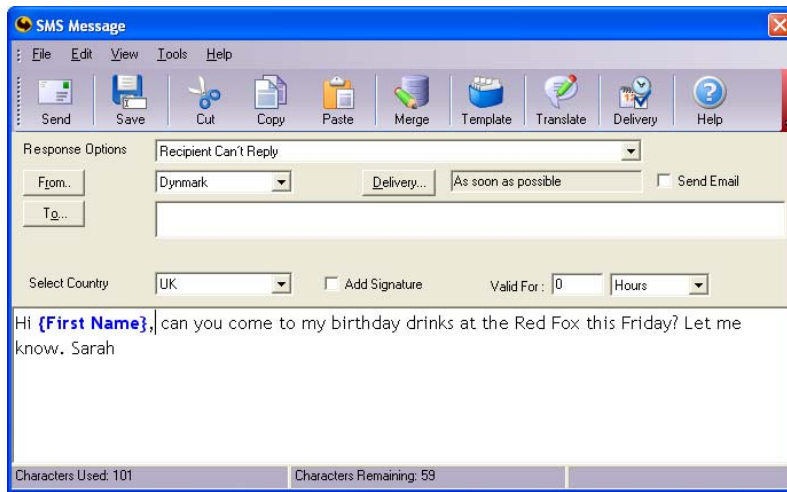
1. Open e-txt™ by clicking on the  icon on your desktop or selecting **Start | Programs | e-txt | e-txt**.
2. Ensure that the SMS Message **Main toolbar** is displayed by having a message folder selected in the **Main Navigation Tree** (If a **Contacts** folder is selected the Main Toolbar changes dynamically to the **Contacts Toolbar**).



3. Click on **New SMS** to open a new SMS Message window.



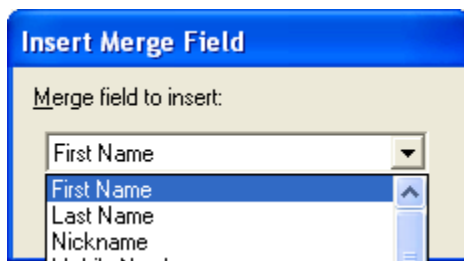
4. In the **New SMS Message** window type your message but insert a **Merge Field** wherever you would like information specific for each contact record inserted.



The screenshot shows the 'SMS Message' window with a menu bar (File, Edit, View, Tools, Help) and a toolbar with icons for Send, Save, Cut, Copy, Paste, Merge, Template, Translate, Delivery, and Help. The 'Response Options' section includes a dropdown for 'Recipient Can't Reply', buttons for 'From...' and 'To...', a 'Dynmark' dropdown, a 'Delivery...' button, a text field for 'As soon as possible', and a 'Send Email' checkbox. Below this is a 'Select Country' dropdown set to 'UK', an 'Add Signature' checkbox, and a 'Valid For' section with a text field '0' and a 'Hours' dropdown. The message text area contains: 'Hi {First Name}, can you come to my birthday drinks at the Red Fox this Friday? Let me know. Sarah'. At the bottom, it shows 'Characters Used: 101' and 'Characters Remaining: 59'.

For example if you would like to send a personalised birthday invitation to ten friends, and you have previously entered contact details for each person into e-txt, you can type “Hi” **Insert the First Name Merge Field here** “can you come to my birthday drinks at the Red Fox this Friday? Let me know. Sarah”

To inset a **Merge Field** ensure your cursor is at the point where the **Merge Field** data is requires and then click on the **Merge Field** icon on the **Message Toolbar**. Select one of the 11 **Data Fields**. **Data Fields** correspond to the various data entry fields in each **Contact Record**.



The screenshot shows the 'Insert Merge Field' dialog box with a title bar. It contains a label 'Merge field to insert:' and a list box with the following items: 'First Name', 'First Name', 'Last Name', and 'Nickname'. The first 'First Name' item is selected and highlighted in blue.

5. When you click **Send** this message is sent to the **Dynmark Messaging Platform (DMP)** along with the necessary data to personalise each message. At the DMP a personalised version of the message is sent to each recipient. Hi John, Hi Jenny Hi Peter etc.

SMS Message

FileEditViewToolsHelp

Send

Save

Cut

Copy

Paste

Merge

Template

Translate

Delivery

Help

Response Options

Recipient Can't Reply

From...

Dynmark

Delivery...

As soon as possible

☐ Send Email

To...

Select Country

UK

☐ Add Signature

Valid For :

0

Hours

Hi {First Name}, can you come to my birthday drinks at the Red Fox this Friday? Let me know. Sarah

Characters Used: 101

Characters Remaining: 59