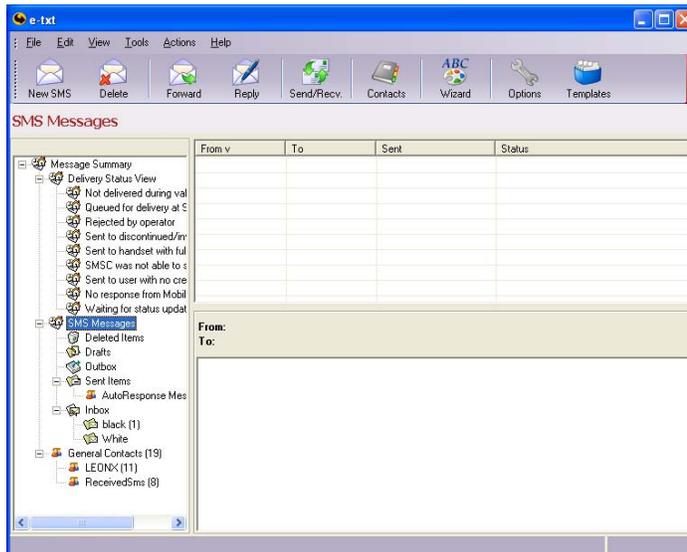
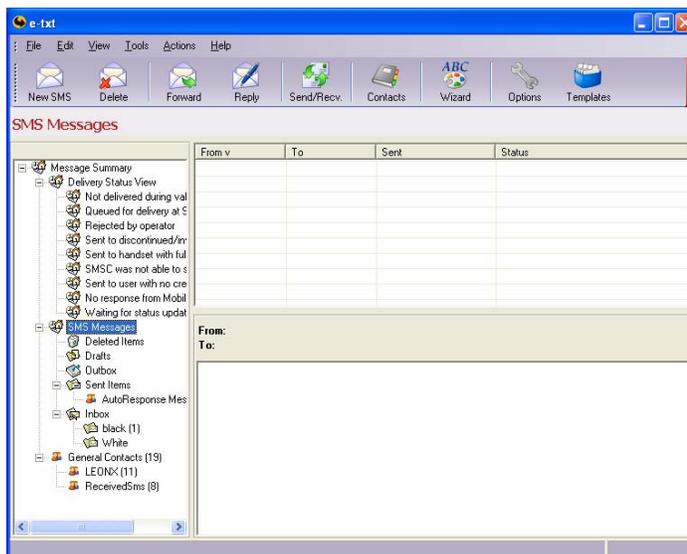


How to Personalise a text message using Merge Fields

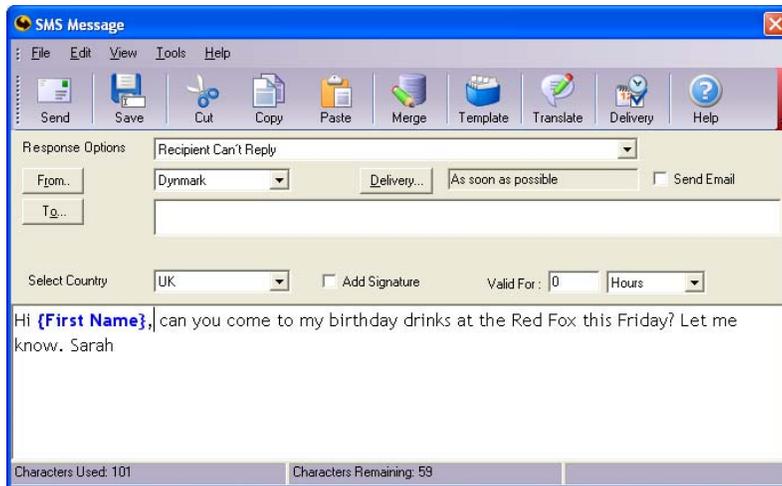
1. Open e-txt™ by clicking on the  icon on your desktop or selecting **Start | Programs | e-txt | e-txt**.
2. Ensure that the SMS Message Main toolbar is displayed by having a message folder selected in the Main Navigation Tree (If a Contacts folder is selected the Main Toolbar changes dynamically to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



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**.



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

File Edit View Tools Help

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