

FORMAT SWITCHES FOR MERGED FIELDS

1. Capitalization formats

- a. * Caps (first letter of each word is capitalized)
- b. * Charformat (first letter of data repeated through all words)
- c. * FirstCap (first letter of the first word is capitalized)
- d. * Lower (all lower case)
- e. * Upper (all caps)

2. Number formats

- a. * alphabetic (displays as alphabetic character in the sequence 1=a, 2=b,..26=z, 27=aa, etc.)
- b. * ALPHABETIC or /Alphabetic (displays as alphabetic character in the sequence 1=A, 2=B,..26=Z, 27=AA,etc.)
- c. * Arabic (displays as Arabic cardinal numerals, as 21; ArabicDash inserts hyphen before and after number)
- d. * CardText (displays as cardinal text, as twenty-one)
- e. * CardText * Caps (displays as capitalized cardinal text with format switch change, as Twenty-one, or as UPPER, lower, etc.)
- f. * DollarText (displays as cardinal text, twenty-one and inserts "and" at the decimal place and displays the first two decimals (rounded) as Arabic numerators over 100. Format switch can specify different capitalization)
- g. * Hex (displays as hexadecimal numbers, 1F)
- h. * OrdText (displays as ordinal text, thirty-first. Format switch can specify different capitalization or date format)
- i. * Ordinal (displays as ordinal Arabic numerals, as 31st)
- j. * roman (displays as Roman numerals, as XXXI)

3. Numeric Picture Codes \#

- a. 0 specifies required positions to display, as 00.00 would show 2-digit number with 2 decimals. If field does not have a numeric value, a zero is substituted.
- b. # specifies required positions to display, as ##.## but if a numeric value is missing, the # is replaced with a blank.
- c. x specifies where to stop showing, as a value 9876 with \# \$x## switch would be \$9876 but if the value had been 876, result would have been \$876 or 1/8 with \# .###x would be .125
- d. . determines decimal point position.
- e. , is a comma separator as is 10000 formatted as \# ###,### would be 10,000.
- f. - adds a minus sign for a negative number and leaves a space for a positive number.
- g. + adds a plus sign to a positive number, a minus sign for a negative number, and a blank for zero.
- h. % adds a percent sign to a number.
- i. "positive; -negative" or "positive; (negative)" enables two formats, the first if the number is positive, and the second, if the number is negative which allows bolding or adding parentheses to negative numbers or such.
- j. "positive; -negative; 0" or "positive; (negative); 0" enables three formats, the first if the number is positive, and the second, if the number is negative, and the third if the number is zero.

4. Date/Time Picture \@

- a. M = month (or MM for 2-digit month or MMM for abbreviation of month or MMMM for spelled out month)
- b. d = Day (or dd for 2-digit day or ddd for abbreviation of day of dddd for spelled out day)
- c. y = Year (or yyyy for 4-digit year)
- d. h = hour (or hh for 2-digit hour) (H or HH for 24-hour clock)
- e. m = minute (or mm for 2-digit minute)
- f. AM/PM or am/pm = A.M. or P.M. shown in time