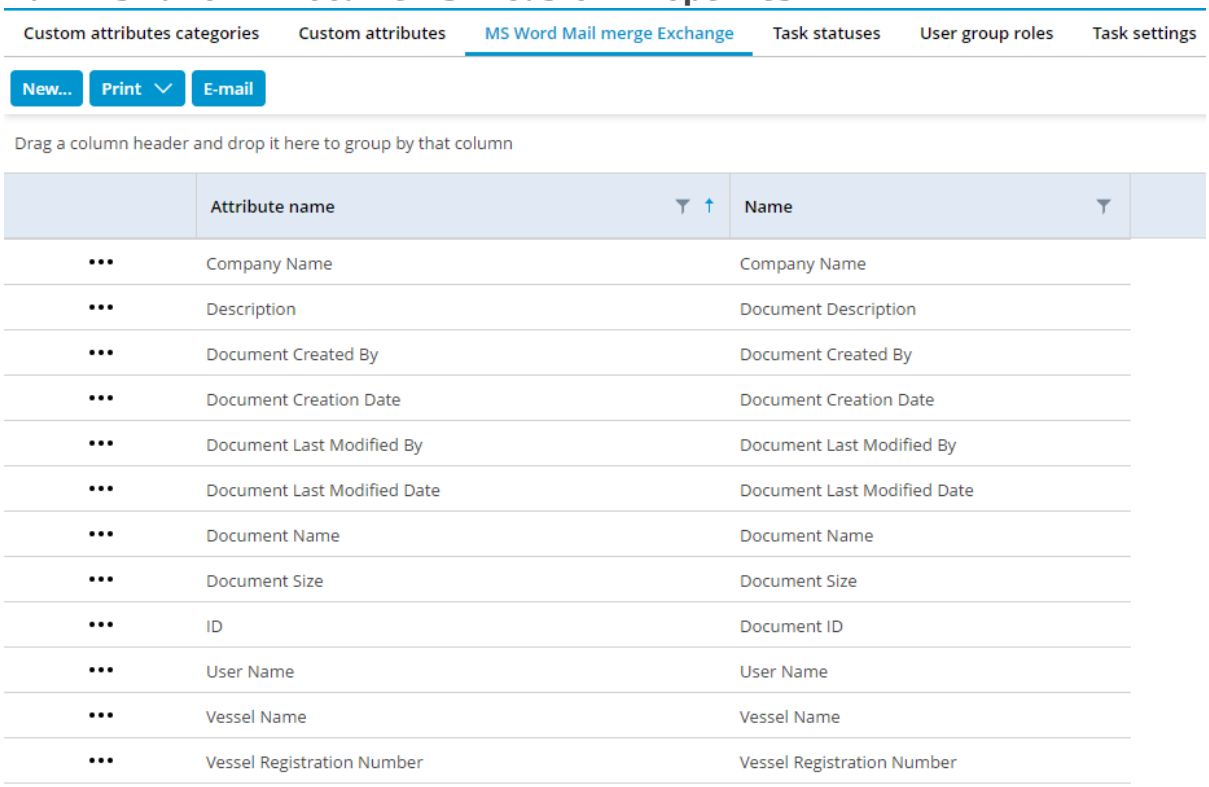
Custom Properties and Word merge

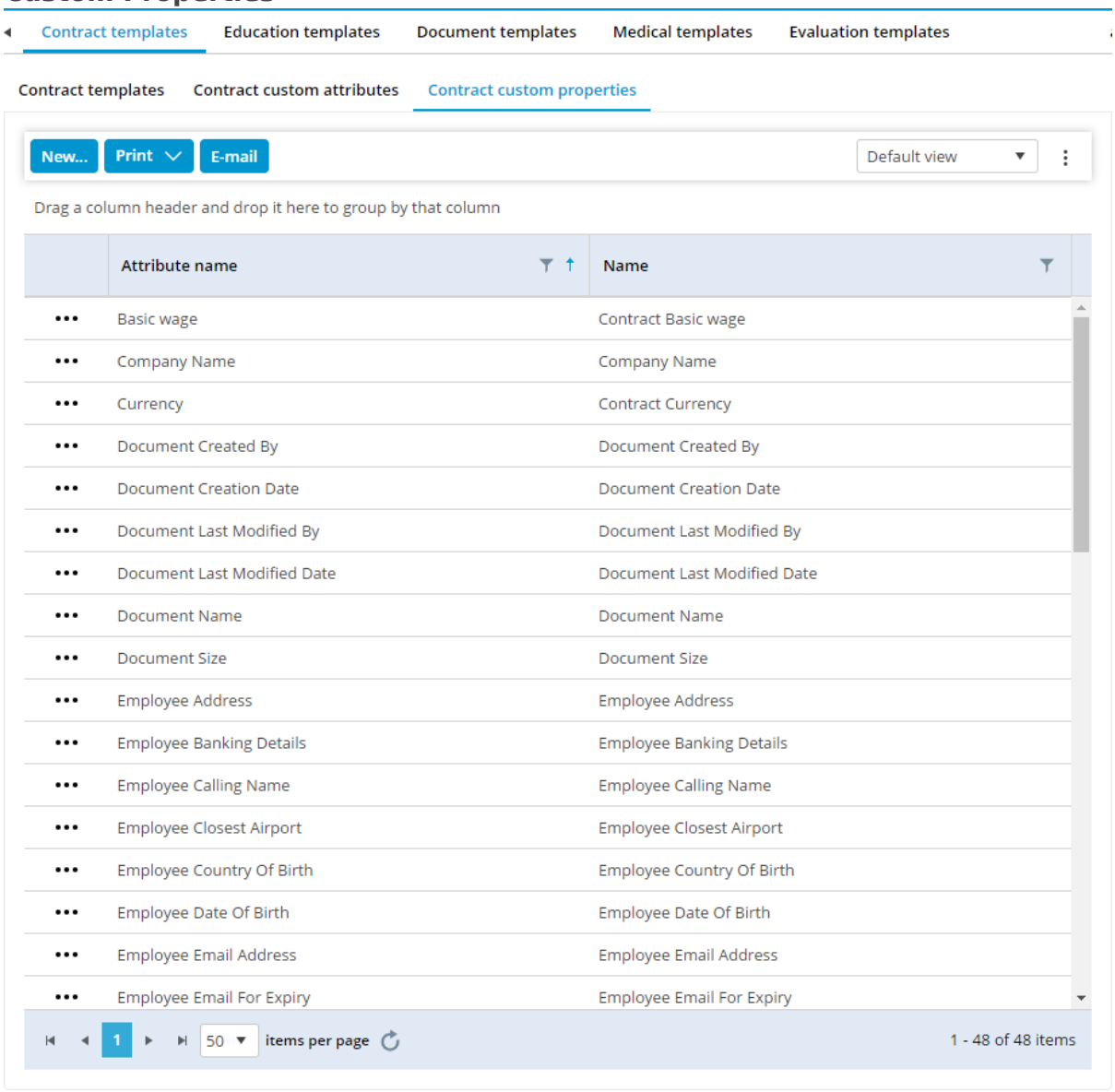
In MXSuite

The fields that are available to merge to a Microsoft Word document, are defined in MXSuite. You can find these fields in:

- For the document module:
  Administration > Documents > Custom Properties



- For the crewing module:
  Administration > **Crewing** > **Contract Templates** > **Contract Custom Properties**
  or
  Administration > **Crewing** > **Contract Templates** > **Conformation of employment Custom Properties**

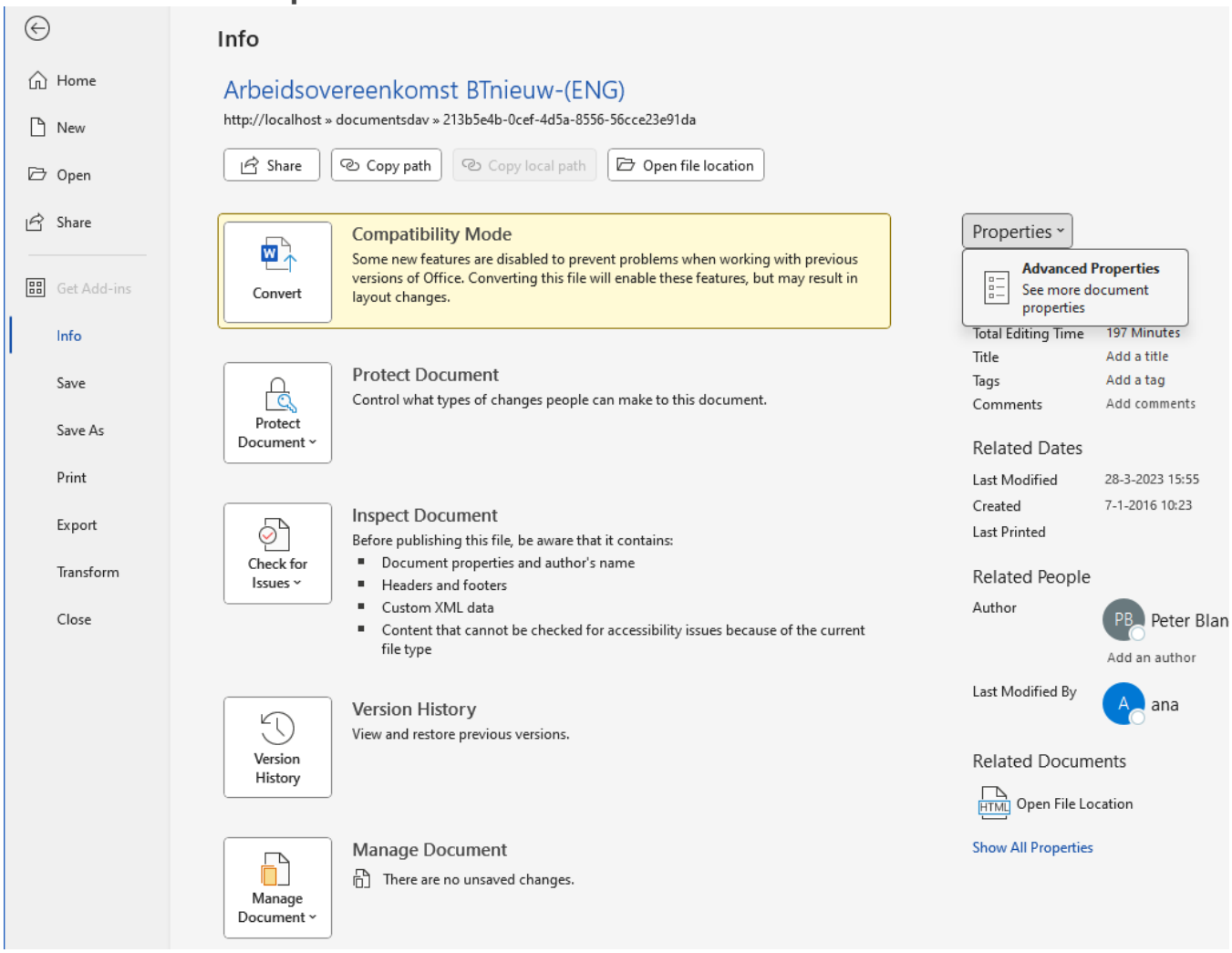


In Microsoft Word

Open the document in Microsoft Word and do the following.

1. Select **File**
2. Select **Info**
3. Click on the arrow right of **Properties**

4. Select **Advanced Properties.**



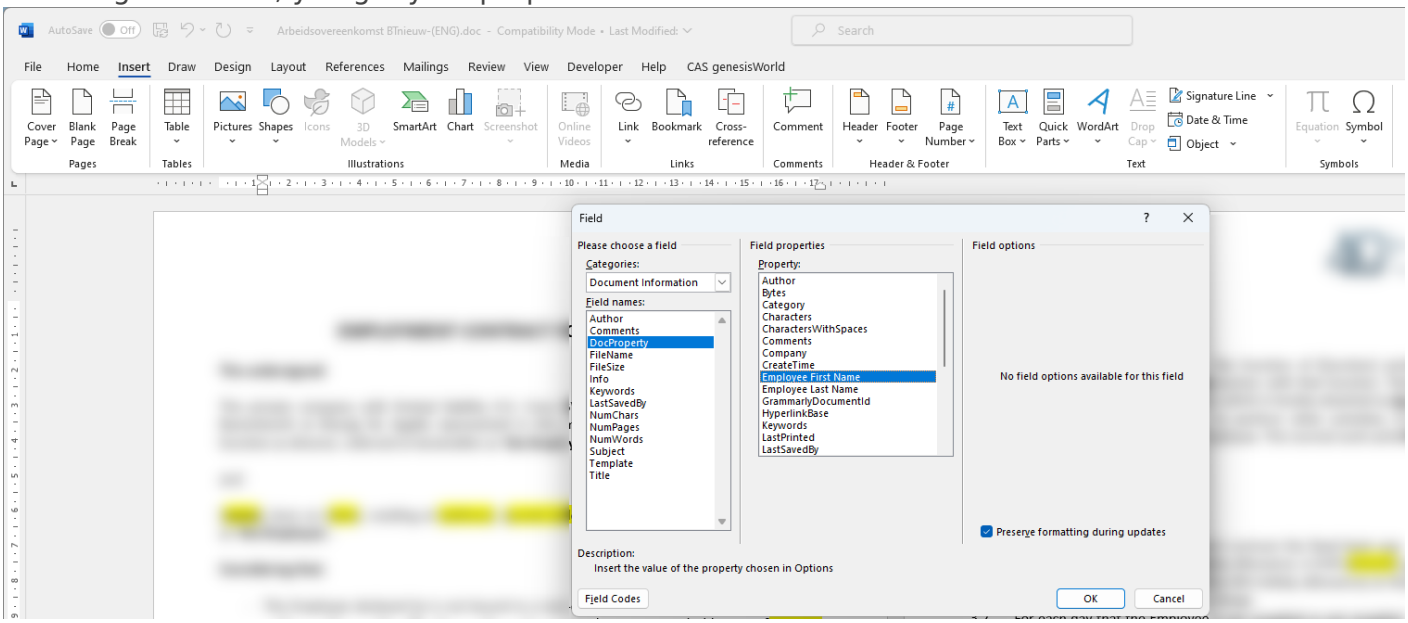
When the popup opens, select the **Custom** tab.

Add new text values with the same descriptions as defined in MS Word Mail merge Exchange. These fields are case sensitive so it needs to be used “Vessel Name” and not “vessel name”.

In the content of the document

1. Select the tab Insert
2. Select **Quick Parts**
3. Select **Fields**
4. Choose the category: **Document information**
5. Select field name: **DocProperty**

In the right window, you get your properties.



At Vessel Name insert, automatically in MXSuite the name of the vessel is inserted in the document.

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