

Envelope Quick-Start Template Substitutions

When envelopes are created, MasterQ will search through your quick-start template document and substitute values for the keywords listed below.

This keyword in your quote template	Will be replaced by this value
\$Contact	Name of person the envelope is addressed to
\$CustomerName	The person's company name
\$CityStateZip	The person's "City, State (Optional Country) ZipCode"
\$CompanyName	The name of <i>your</i> company
\$Address	One or two lines of text with the person's address

Envelope Template Tips

If keywords occur more than once in your quick-start template, *all* occurrences will be replaced with the new value.

Case does not matter. \$CityStateZip and \$citystateZIP will both be replaced by the formatted city, state zip code.

The replacement values will use the *style* of the keyword. If your envelope template has the word \$Contact (formatted as shown) the replacement value might be Bob Jones. If the keyword **\$CustomerName** is formatted as shown, the replaced value might be **Able Machinery, Inc.**

You are not required to use any or all of the keywords in your envelope. They are available to use if you wish.

Keywords may be placed anywhere in the document, including the header and footer.