

## Acclipse Document Manager — Add standard text mark to template

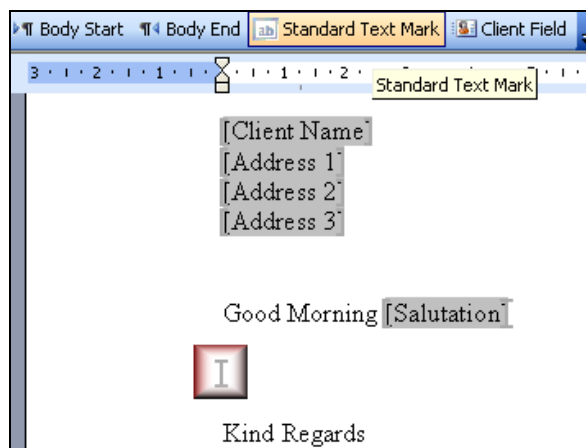
A standard text mark indicates where content should be inserted when a document is merged with a template. Standard text marks are usually inserted in the body section of a template. For example, you could have a letter template with an introduction, then a standard text mark, and then a closing section. When a team member merges a document with this template, the document text will display between the introduction and closing section (ie the document will form the body of the letter).

To add a standard text mark to a template:

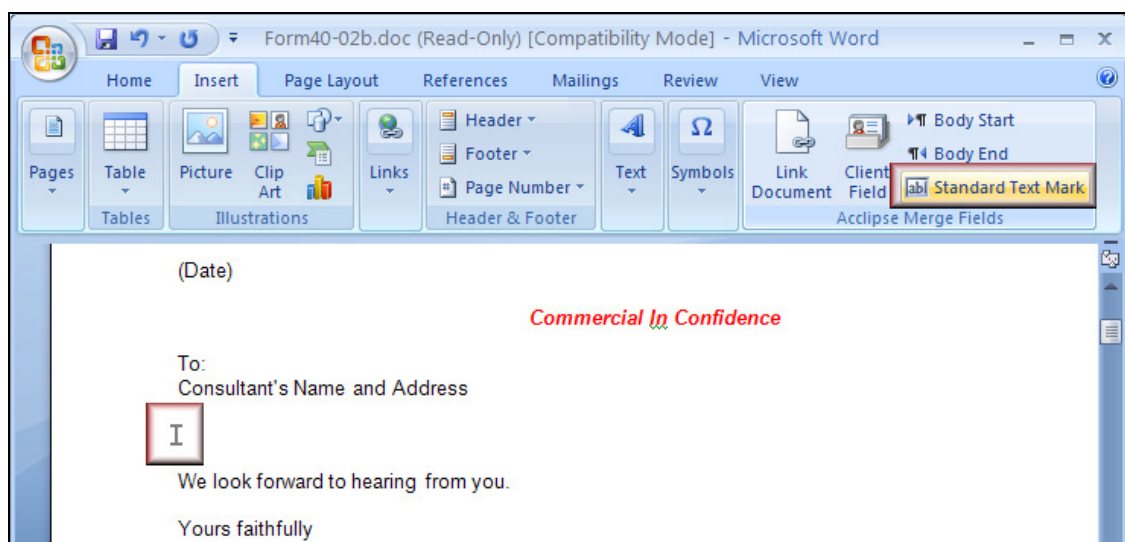
1. Open the properties window of the template you wish to edit.
2. Click **Edit Document**.
3. Position the cursor where you wish to insert the standard text mark.

*TIP: Ensure the Insert tab is selected if you are using Word 2007.*

4. Click **Standard Text Mark** on the Acclipse Merge Fields toolbar or group.
5. Save your changes.



Inserting a standard text mark in Word 2003



Inserting a standard text mark in Word 2007