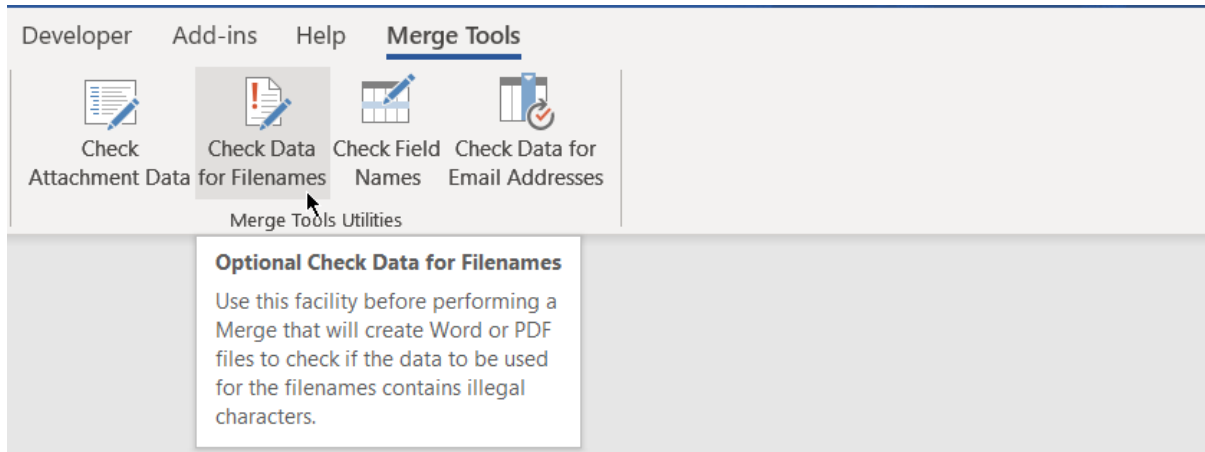
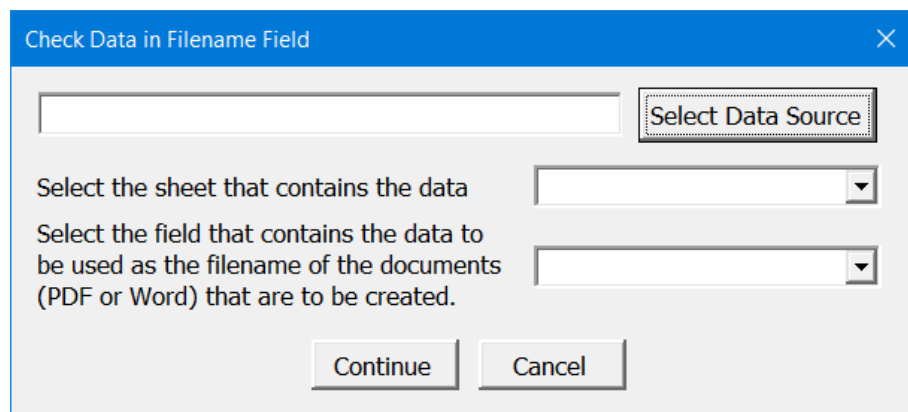


## Using the Check Data for Filenames Facility

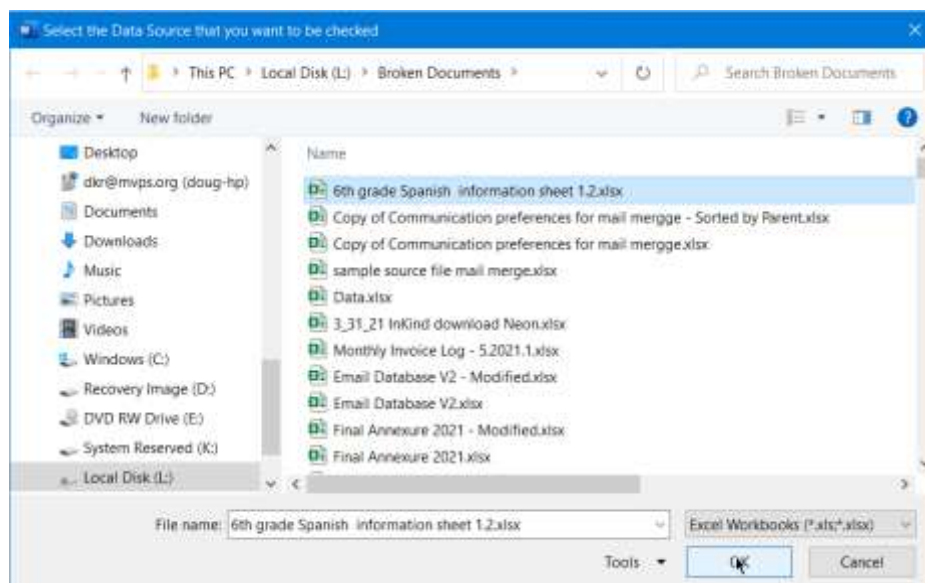


The Check Data for Filenames facility can be used to check the data in the field in the data source that will be used for naming the Word or PDF files that are created by some of the options of the Merge with Attachments, Chart Merge and Many to One Merge facilities.

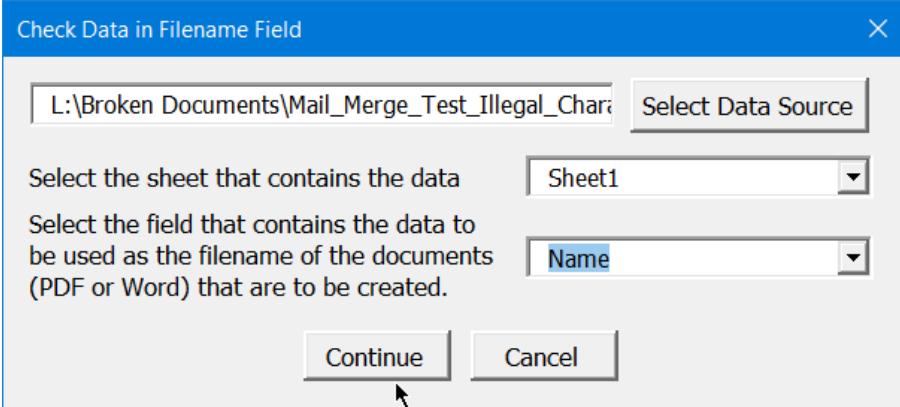
When the Check Data for Filenames button is used, the following dialog will appear:



When the Select Data Source button is used, a Dialog will open in which the data source can be selected



Then, the sheet in the workbook that contains the data must be selected from the Select the sheet that contains the data drop down,



The screenshot shows a dialog box titled "Check Data in Filename Field" with a close button (X) in the top right corner. The dialog contains the following elements:

- A text input field at the top left containing the path "L:\Broken Documents\Mail\_Merge\_Test\_Illegal\_Char".
- A button labeled "Select Data Source" to the right of the text input field.
- A label "Select the sheet that contains the data" followed by a dropdown menu showing "Sheet1".
- A label "Select the field that contains the data to be used as the filename of the documents (PDF or Word) that are to be created." followed by a dropdown menu showing "Name".
- Two buttons at the bottom: "Continue" and "Cancel". A mouse cursor is pointing at the "Continue" button.

When the field that contains the data is selected and the Continue button is clicked, if there are issues with any of the data that will be used for the filenames, a document will be created that contains the row of the data source and the Illegal File Name Character in the data in that row.