

Display Numbers as Text

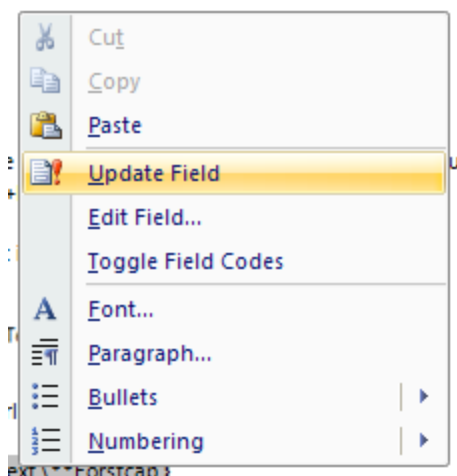
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Instead of typing words for a numeric value, you can use Word's field codes. This is especially useful when merging amounts into a letter—like amount due. Let's say the amount due was \$1,234.15.

1. Open Word
2. Press Ctrl+F9

The brackets look like curly braces, but they are more than that. You cannot just type them; they must be created using Ctrl+F9

3. At the insertion point in between the braces, type the following: `{=1234.15 *DollarText *Firstcap }`



4. When done, right-click on the field and select Update Field

The resulting text : One thousand two hundred thirty-four and 15/100

There are additional switches for other results:

*CardText	twenty-two
*OrdText	twenty-second
*Ordinal	22nd
*ROMAN	XXII