



Letter Generation for Banner 7

Job Aid: Text / Variables / Formatting Commands

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Example: RES_TS

Table definitions can be set according to your own preferences. Below is a screen shot with examples.

Text/Variable/Formatting Command
#DT 1 575#
#DT 2 40 75#
#DT 20 70#



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Example: RES_NP

This paragraph shows the “new page” paragraph. For a printed letter, this paragraph would come after the table settings paragraph.

Paragraph Process GUAPARA 7.0

Paragraph: RES_NP ▼ Res Life New Page

Text/Variable/Formatting Command ▼

#NP



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Example: RES_SAL

This example depicts the salutation, address and greeting that are used in the simulation task in this CBT. A combination of variables, formatting commands, and text is shown. Existing variables have been used in this paragraph.

Paragraph Process GUAPARA 7.0

Paragraph: Res Life Name, Address, Greet

Text/Variable/Formatting Command

*FNAME
*LNAME
#N
*STR1
#N
*STR2
#N
*STR3
#N
*CITY
#N
#CONCAT,
*STATE
*ZIPC
#N
*NATN
#N
#S 1
Dear,



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Example: RES_SAL, continued

The screenshot shows the bottom of the screen, scrolled to the end so that you can see the final line.

Paragraph Process GUAPARA 7.0

Paragraph: RES_SAL ▾ Res Life Name, Address, Greet

Text/Variable/Formatting Command

▾

*STR1
#N
*STR2
#N
*STR3
#N
*CITY
#N
#CONCAT,
*STATE
*ZIPC
#N
*NATN
#N
#S 1
Dear,
*FNAME
#N
#S 1



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Example: RES_BODY

A “body” paragraph will be entered according to what you want your letter to say. Below is the body paragraph that is used in the simulation example.

Paragraph Process GUAPARA 7.0

Paragraph: RES_BOD ▾ Res Life Body of Letter

Text/Variable/Formatting Command

▾

Congratulations on being accepted to XYZ University for the

Fall term 2006. On your application for admission, you

indicated an interest in on-campus housing. Enclosed is a

questionnaire for you to complete. The answers to this

questionnaire will help the Residence Life Office select a

suitable room and roommate for you should you decide to

live on campus.

#S 1

Please complete and return the questionnaire to the

Residence Life Office no later than July 21, 2006. Should

you have any questions, please feel free to call our office

at 800-555-1234 during our regular office hours.

#S 1

We look forward to your arrival this fall.