# Filter the Recipient List

A filter is used to merge only certain entries from a Recipient List that meet specific criteria. For example, it is possible to choose only those entries where the State is equal to Michigan. Publisher allows for the creation of up to six filter criteria for a Data Source and to choose whether the entry must meet one, two, or all criteria to be included. A filter **does not** delete entries from the data source; it just hides them from view. To filter an Address List, complete these steps:

✞ Open a merged publication.
✞ Click the **Mailings Tab**.
✞ In the **Start Group**, click the **Edit Recipient List** button (see illustration below).
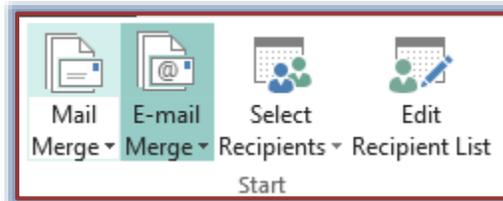
✞ The **Mail Merge Recipients** dialog box will display (see illustration below).
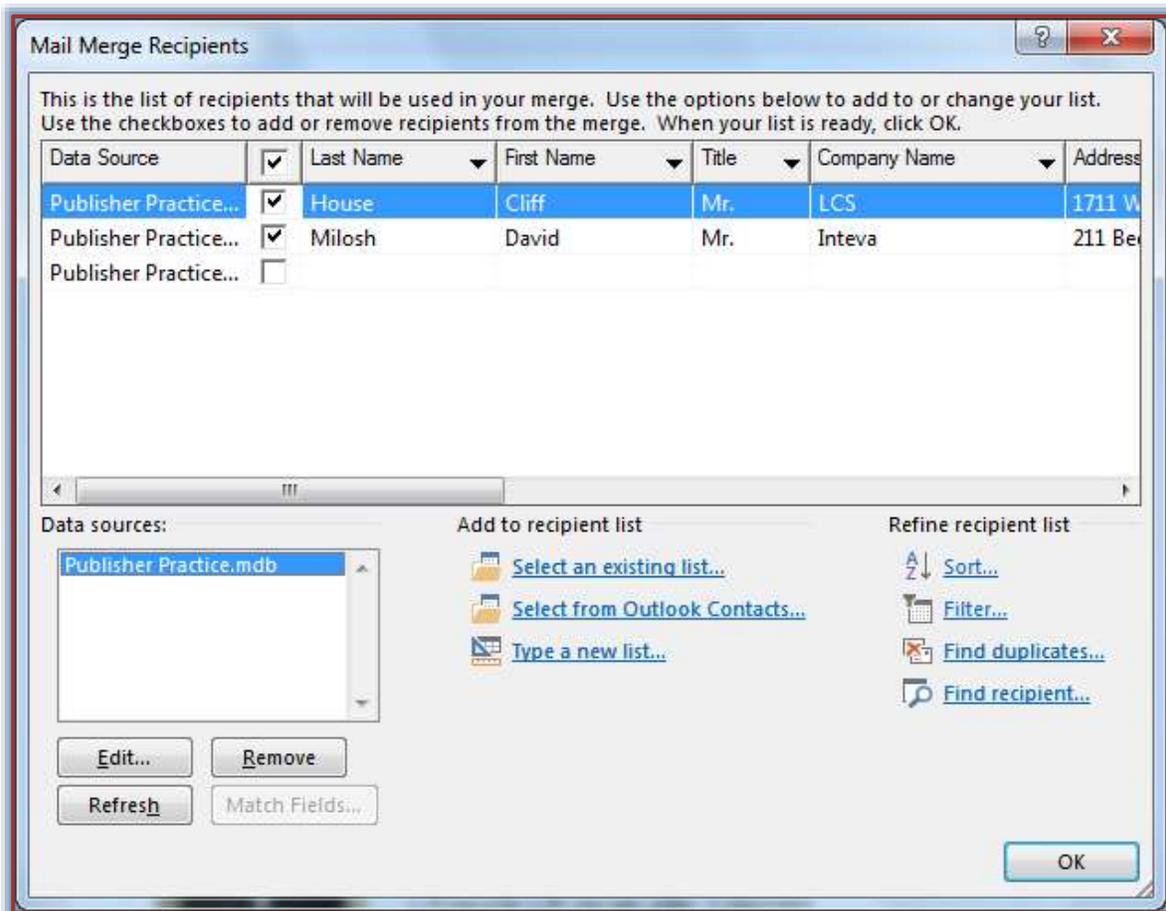
✞ Click the **Filter** button.
✞ The **Filter and Sort** dialog box will display with the **Filter** tab selected (see illustration on next page).
✞ In the **Field** box, click the drop-down arrow and select a field name. This box displays all the fields in the **Data Source**.
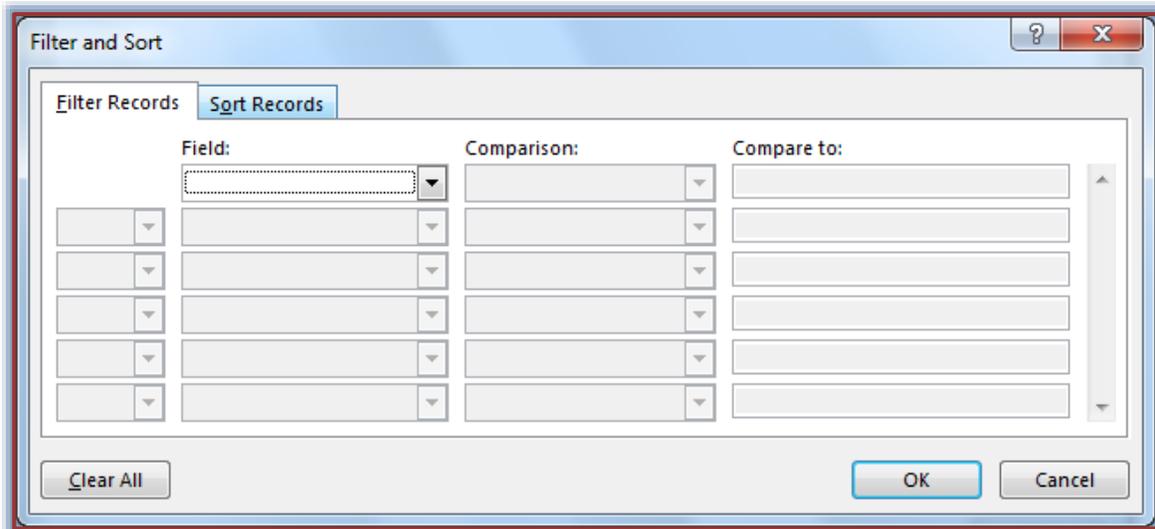
- Click the **Comparison** drop-down arrow and select a phrase. The choices in this option are:
  - **Equal to** – Matches the value in the **Compare to** box.
  - **Not equal to** – Does not match the value in the **Compare to** box.
  - **Less than** – Is less than the value in the **Compare to** box.
  - **Greater than** – Is greater than the value in the **Compare to** box.
  - **Less than or equal** – The amount in the **Compare to** box is either less than or equal to the amount specified.
  - **Greater than or equal** - The amount in the **Compare to** box is either greater than or equal to the amount specified.
- In the **Compare to** box, type the text or numbers that are to compare with the contents in the **Field** box.
- To apply more than one filter, click one of the following options:
  - **And** – All the entries must meet both of the specified criteria.
  - **Or** – One of the entries must meet the specified criteria.
- When all the criteria have been specified, click the **OK** button.
  - When the publication is printed only the entries that meet the criteria of the filters will be printed.
  - When **Finish and Merge** on the **Mailings Ribbon** is selected, only those records meeting the specified criteria in the filter will be displayed.
- To remove the filter, click the **Clear All** button.