

SharePoint Document Merge List Column Names Checker

In some cases you may be facing the incorrect output information with your merge fields or place holders because you are entering a **URL Encoded** field name.

Example: «Employee%5Fx003a%5FLast%5Fx0020%5FName»

Use the following tool to decode the field name: <http://meyerweb.com/eric/tools/dencoder/>

The actual SharePoint list column internal name is 'Employee_x003a_Last_x0020_Name'

You can also see the actual internal name on hover of the field from list settings in your browsers status area (as below).

First Name	Lookup
MI	Lookup
Modified	Date and Time
Created	Date and Time
Created By	Person or Group
Modified By	Person or Group

- [Create column](#)
- [Add from existing site columns](#)
- [Column ordering](#)
- [Indexed columns](#)

Views

A view of a list allows you to see a particular selection of items or to see the items sorted in a particular order.

View (click to edit)	Default View
All Items	✓

- [Create view](#)

;/15/FldEditEx.aspx?List=%7B973B10CB-21DF-4B9E-A753-FAC7ED8AEAFD%7D&Field=Employee_x003a_First_x0020_Name