

How to check your mailing list for Hanging Ands

Hanging Ands can sometimes occur in the name field of your mailing list. They contain a constituent's name + "and" as if there is a spouse's name missing (Ex. A). Similarly, the field may begin with "and" + a constituents name (Ex. B).

Example A

	A
1	Name
2	Charlie Brown and
3	Cindy Bond and

Example B

	A
1	Name
2	and Mr. Charlie Brown
3	and Mrs.

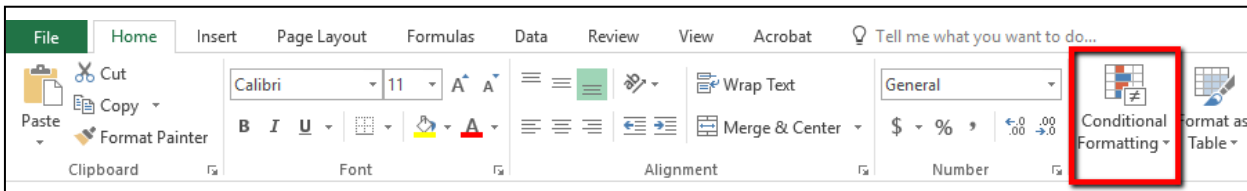
A Hanging And can occur when:

- Two married constituents were separated in GAIL incorrectly
- A constituent's individual name format is accidentally changed to a joint format

Note: If you find Hanging Ands in your spreadsheet, send the constituent lookup IDs to records@uga.edu to be corrected.

To easily find these in your spreadsheet, follow the steps below.

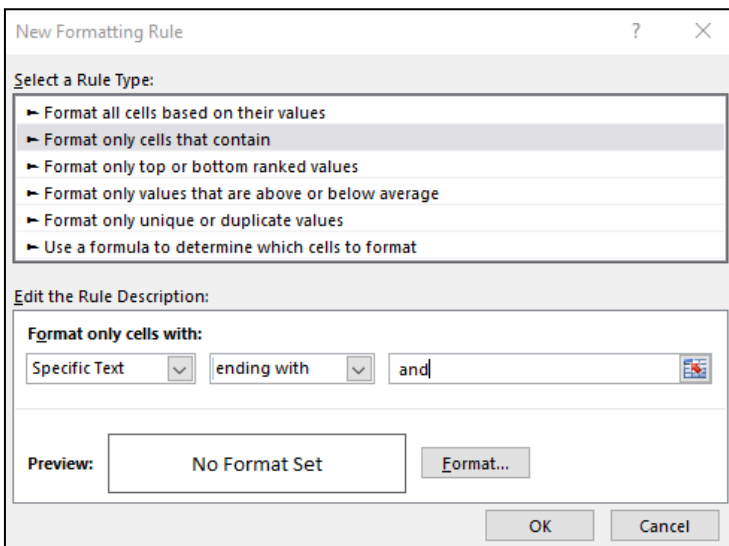
1. Highlight the column of names in your spreadsheet
2. On the Home tab, click Conditional Formatting. Select **New Rule** from the dropdown list.



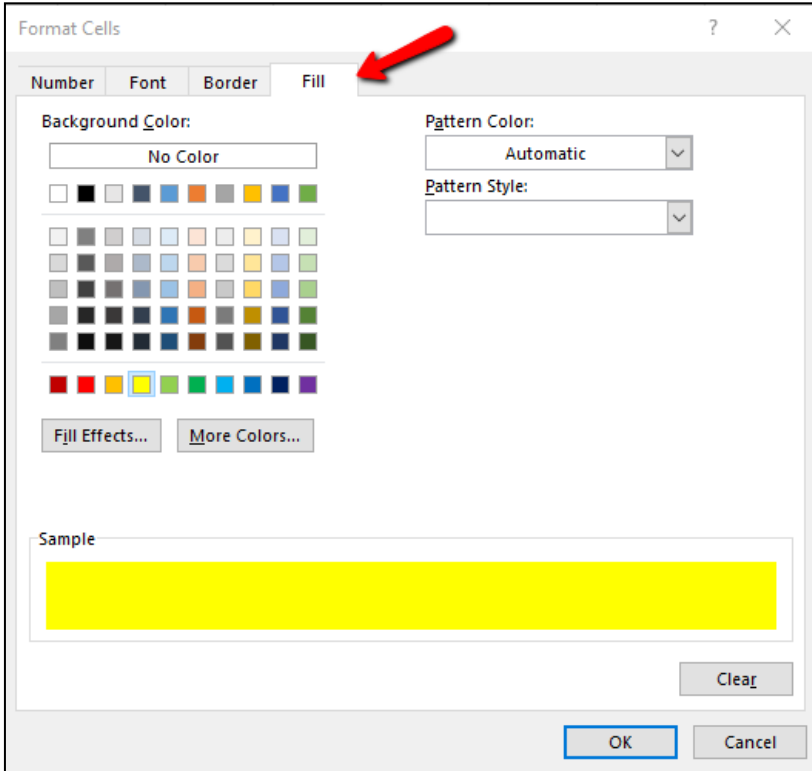
3. For Example A, Under Select a Rule Type, select Format Only Cells that Contain.

Under Edit the Rule Description, change Cell Value to Specific Text. Change Containing to Ending With.

In the text box, type "and" preceded by a space. This space is very important. If not included, the process will also pull in words that end with -and, like Kirkland.



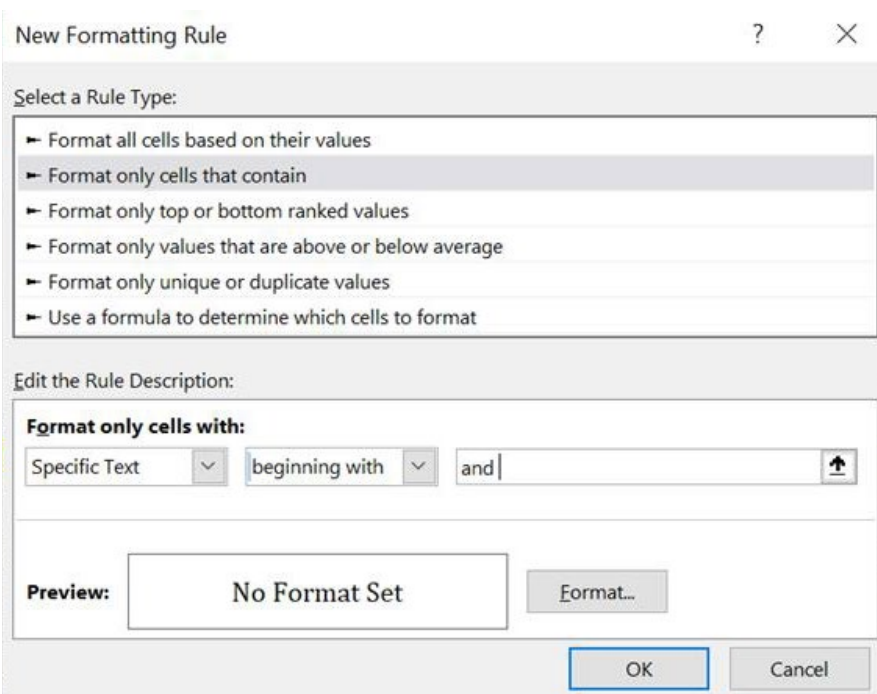
4. Now click Format. Select the Fill tab then choose the color you want qualifying cells to be filled with. Click OK. Click OK again.



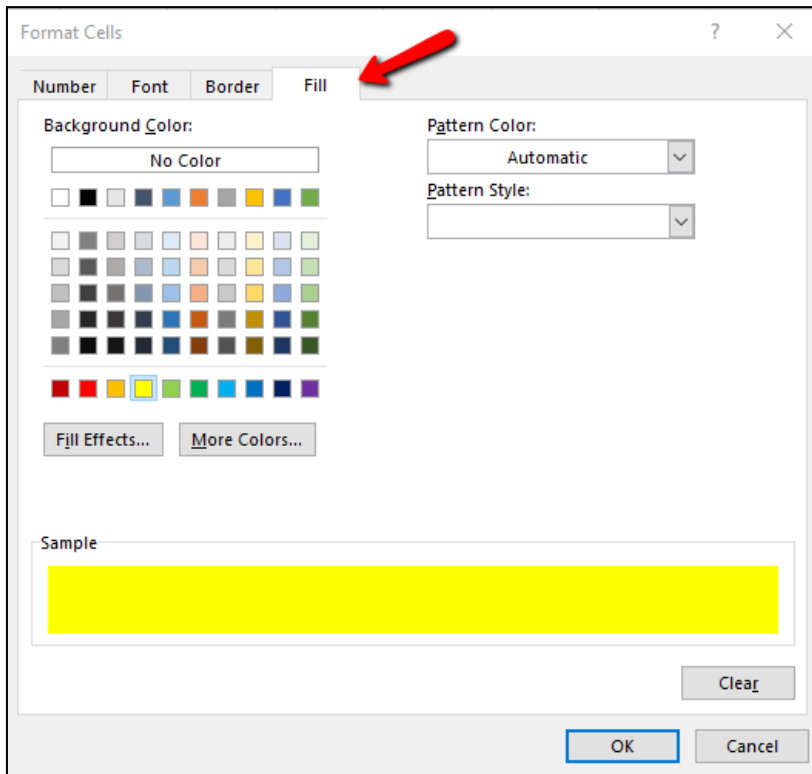
Now any cells containing a Hanging And like Example A will be highlighted. If your spreadsheet contains any, please send them to records@uga.edu.

5. To find Example B, repeat steps 1 and 2 then Under Select a Rule Type, select Format Only Cells that Contain. Under Edit the Rule Description, change Cell Value to Specific Text. Change Containing to Beginning With.

In the text box, type “and” followed by a space. This space is very important. If not included, the process will also pull in words that begin with and- like Andrew.



6. Now click Format. Select the Fill tab then choose the color you want qualifying cells to be filled with. Click OK. Click OK again.



Now any cells containing a Hanging And like Example B will be highlighted. If your spreadsheet contains any, please send them to records@uga.edu.