



Osprey Approach: Converting numbers to text within Word

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Some legal documents will require monetary amounts to be displayed in numbers and words. This guide explains how to convert a monetary value to text within Microsoft Word.

Less than 1 million

When working with numbers less than 1 million, the Microsoft Word * CARDTEXT function can be used as follows (the *Upper switch converts the text to upper case):

{YourMergeField* CARDTEXT *Upper}

If your merge field **YourMergeField** displayed as 10,515 the field above would display

TEN THOUSAND FIVE HUNDRED FIFTEEN POUNDS

Numbers over 1 million

As the cardtext feature is only for up to 999,999, any values above this will provide an error.

Using CTRL + F9, create {} within your word document and manually enter the formula below, inserting your merge fields in the {YourMergeField} areas. **NB - copying and pasting the below text will not work as Word requires the fields to be entered as formulas.**

```
{ SET largenumber {YourMergeField} }  
{ SET remainder {=MOD(largenumber, 1000000)} }  
{ SET millions {=INT(((largenumber}-{remainder})/1000000)} }
```

```
{IF millions = 0 "" "{REF millions \*CardText \*Upper \*MERGEFORMAT} MILLION "}   
{IF remainder = 0 "" "{REF remainder \*CardText \*Upper \*MERGEFORMAT}" } POUNDS
```

When the document is merged, the data should appear as below.

2,589,570 will be shown as

TWO MILLION FIVE HUNDRED EIGHTY-NINE THOUSAND FIVE HUNDRED SEVENTY POUNDS