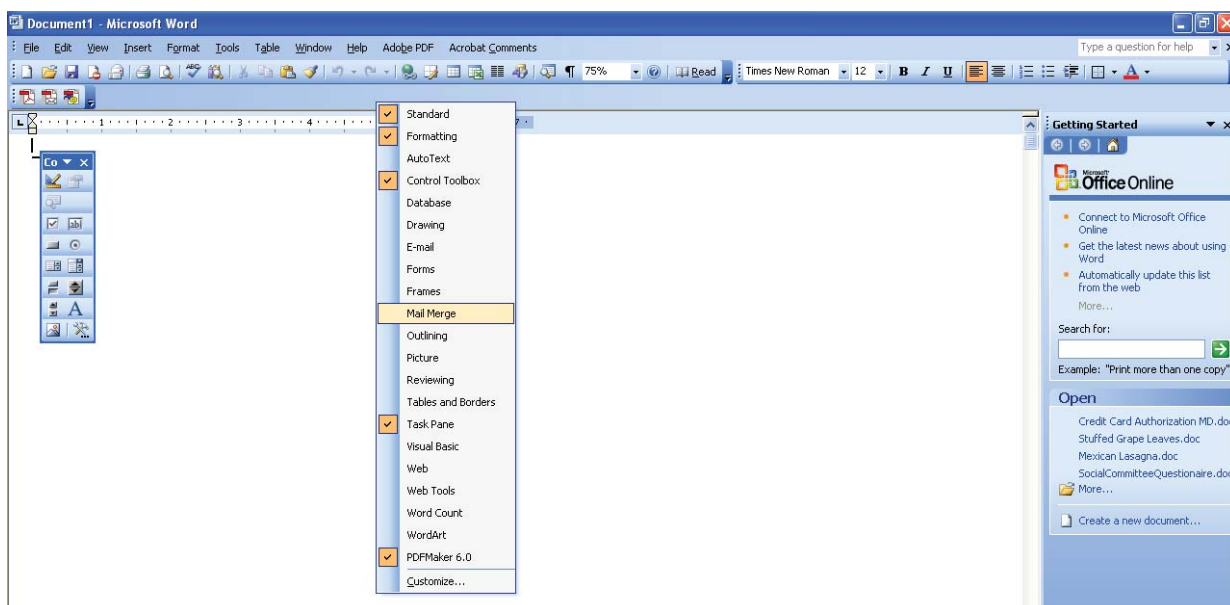


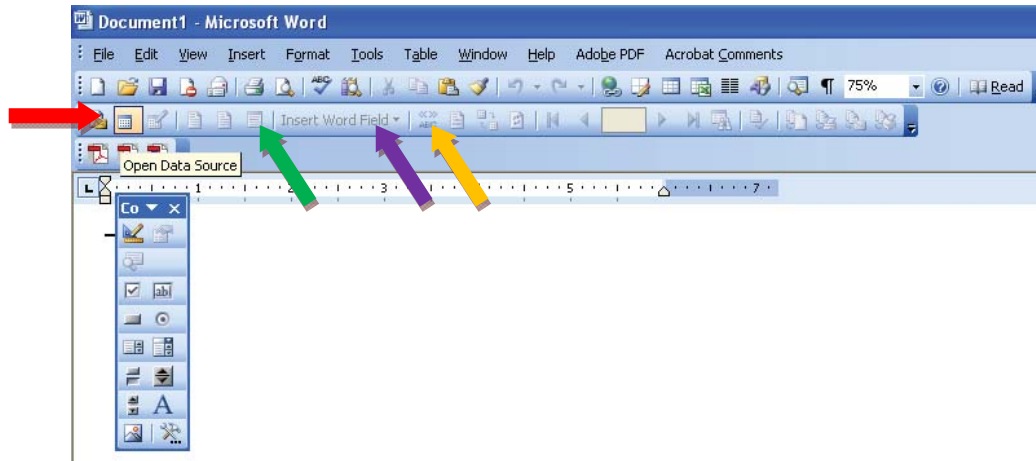


2003 Datamax Microsoft Word Mail Merge Instructions

- 1) Open the template for the inserts you want to mail merge in Microsoft Word, or follow the instructions for the exact paper stock you have under 'Template Tools' at www.pcnametag.com
- 2) Finalize your Excel spreadsheet with a title for each column. Make certain that there are no extra columns or rows that aren't used or are blank to the left and above the column titles. Close the Excel file when finished
- 3) In Word open the Mail Merge Tools by right clicking on an open area near the tools and selecting 'Mail Merge'



- 4) Select the **'Open Data Source'** button (directed below by red arrow)
 - a. Under 'Files of Type' choose 'All Files (*.*)'
 - b. Find the Excel list on your computer that you want to merge and press 'Open' and then 'OK'



- 5) Click on the insert you would like to personalize and then select the button **'Insert Merge Field'**
 - a. Your titles from the Excel list should show up in here, select each to place them into the nametag by highlighting and pressing 'Insert'
 - b. When you have placed all of the Merge Fields press 'Close'
 - c. Select **'Insert Word Field'** then choose 'Next Record'
- 6) To customize the look of the merged fields you can now select the **'View Merged Data'** button (shown as the 'ABC' button) and the fields should change into the data from your Excel file.
 - a. You can choose to change: Font, font size, color, alignment, and other font features
- 7) If you would like an art file/logo included, go to the 'Insert' menu option and select 'Picture'
 - a. Find the art file on your computer you would like to insert and press 'OK'
 - i. If inserting the art changed the text layout, then you should select the picture choose 'Text Wrapping' and place 'Behind Text' (found on the Picture tool bar, right click on a blank area of the tool bar and bring it up if you can't find this)
 1. You can now use the keypad arrows to nudge the picture to the place you want the art. Once you no longer have the art selected it is very hard to grab the picture again.
 - ii. Repeat the art insert for each badge that the picture is needed on

**** If the entire page is moving down when you hit enter, just place a '3' on the top line and press enter after the '3'. Once the text is centered on the badge, delete the '3'**

- 8) To merge all the data to your document select the **'Merge to New Document'**
 - a. Select 'All' and press 'OK', a new document will appear with all of the data from the excel file displayed on multiple pages if applicable.

