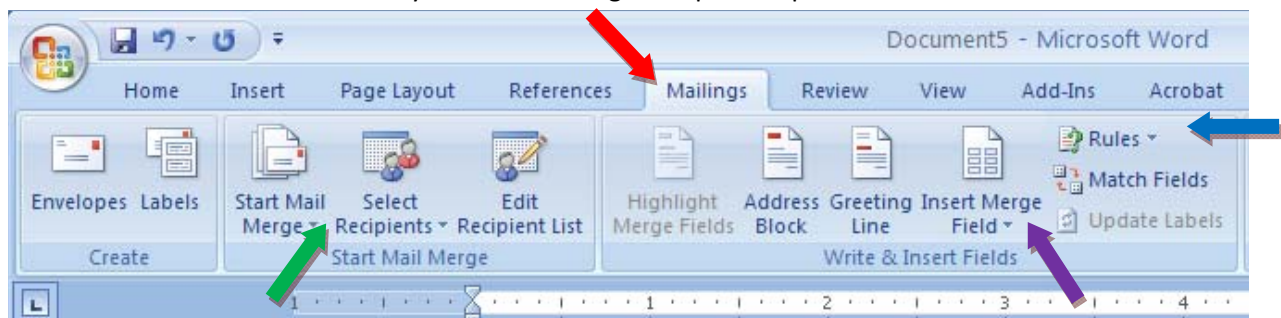


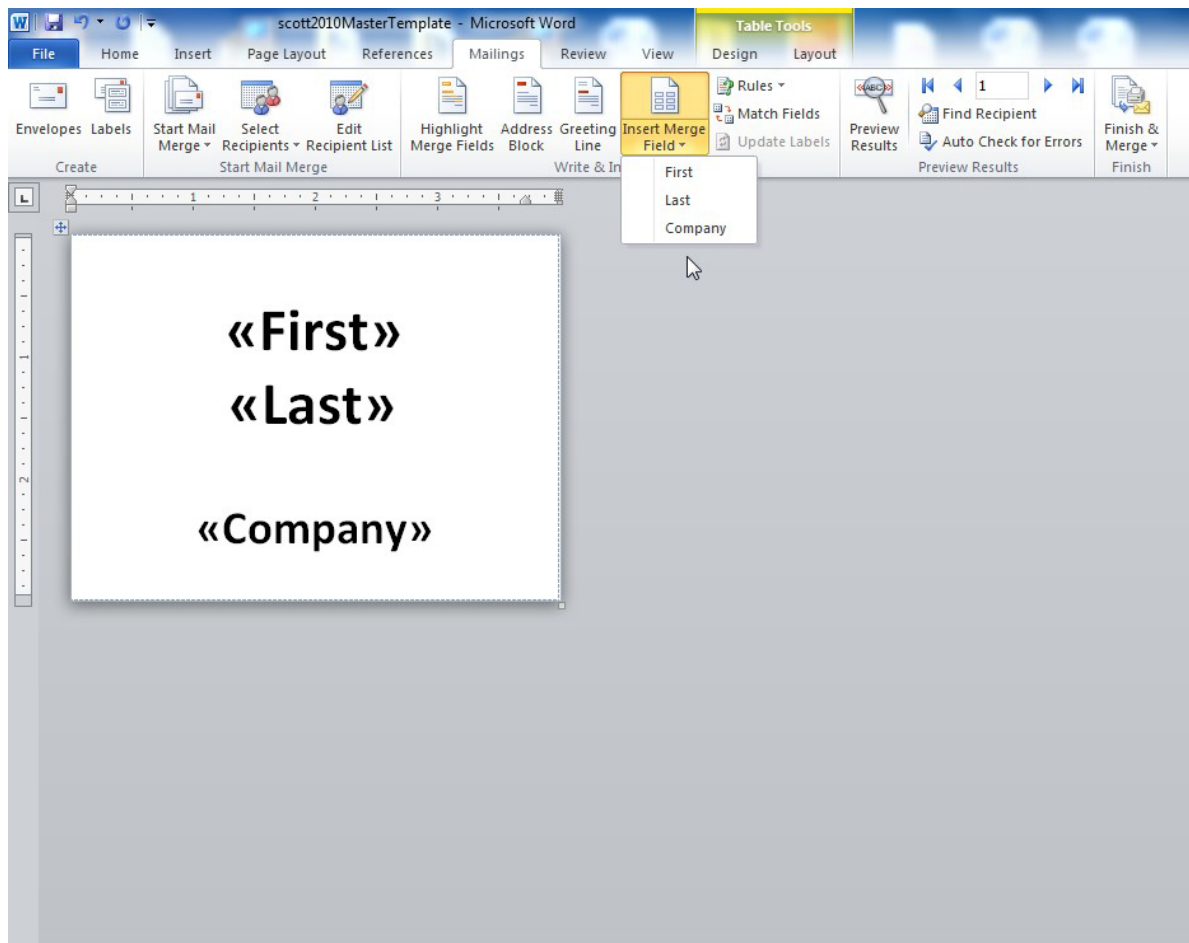


## 2007/2010 Datamax Microsoft Word Mail Merge Instructions

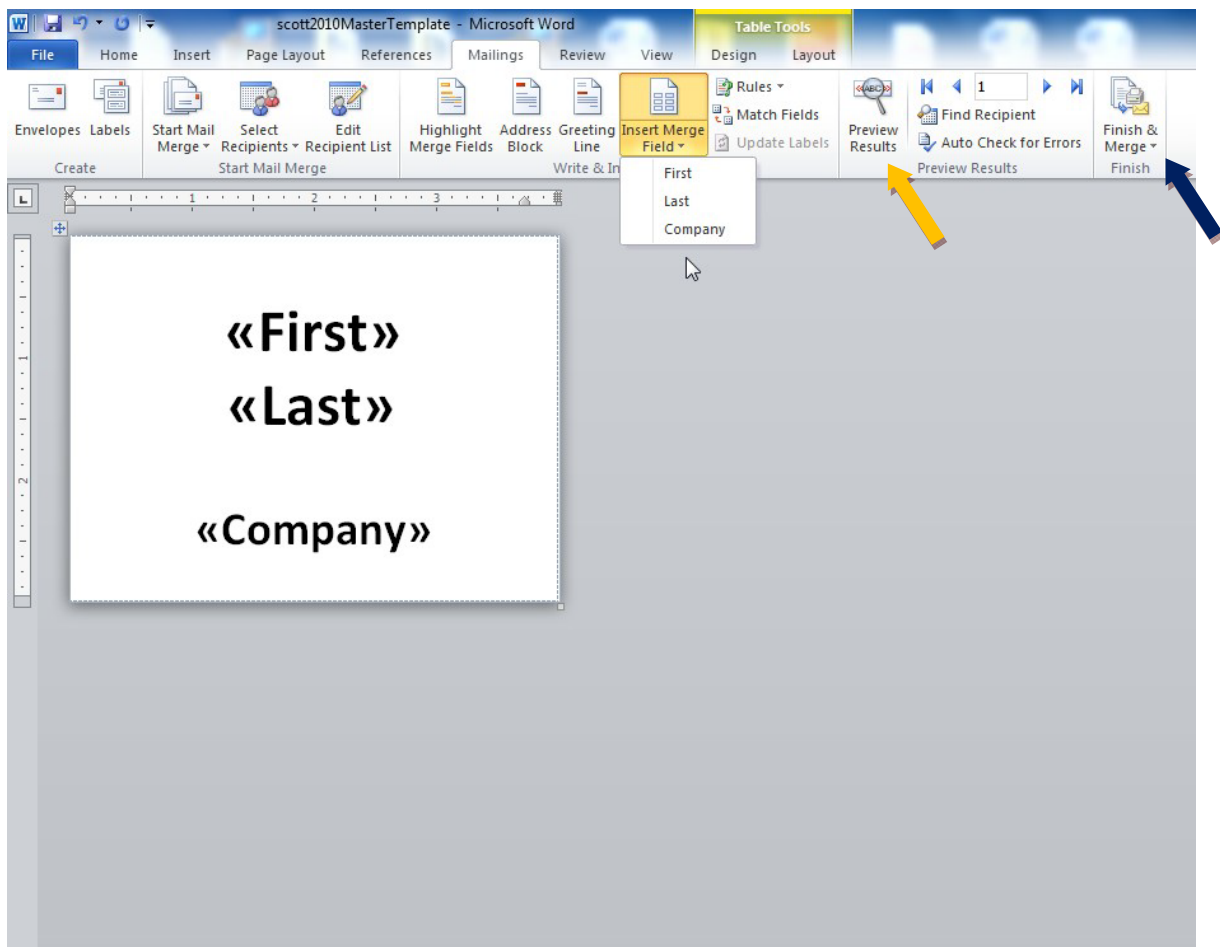
- 1) Open the template for the inserts you want to mail merge in Microsoft Word, or follow the instructions for the exact paper stock you have under 'Template Tools' at [www.pcnametag.com](http://www.pcnametag.com)
- 2) Finalize your Excel spreadsheet with a title for each column. Make certain that there 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, select the **'Mailings'** tab on the top menu bar and press the **'Select Recipients'** button
  - a. Choose 'Use Existing List'
  - b. Under 'Files of Type' choose 'All Files (\*.\*)'
  - c. Find the Excel list you want to merge and press 'Open' and then 'OK'



- 4) Click on the top left insert you would like to personalize and then select the button **'Insert Merge Field'**
  - a. Your titles from the Excel list will show up in here, select each to place them into the insert



- 5) To customize the look of the merged fields you can now select '**Preview Results**' (depicted as the yellow arrow below) 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 by highlighting the text and going to the 'Home' tab on the top left menu bar.
- 6) If you would like an art file/logo included, go to the 'Insert' tab and select 'Picture'
  - a. Find the art file you would like to insert and press 'OK'
    - i. If inserting the art changed the text layout, then you should select the picture and 'Picture Tools' tab should be selected. Choose 'Text Wrapping' and place 'Behind Text'
      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.



- 7) To merge all the data to your document select '**Finish & Merge**' and choose 'Edit Individual Documents'
  - 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.