



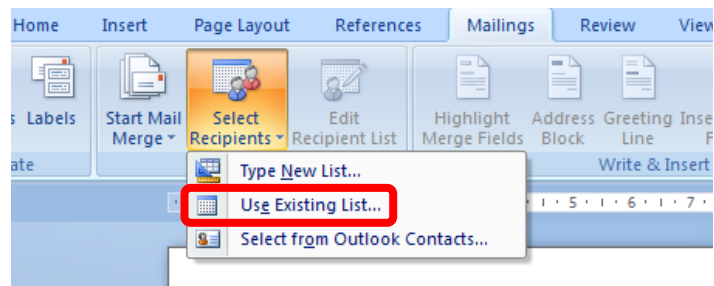
Phone: 020 8614 4134
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Printing paper name badges using Microsoft Word Mail Merge 2010

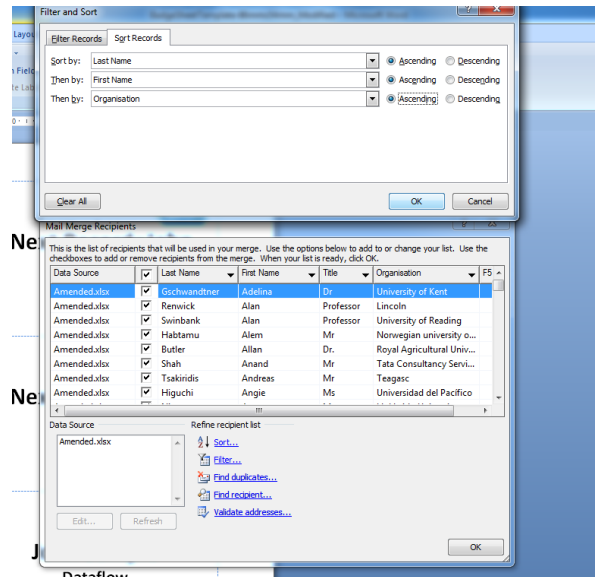
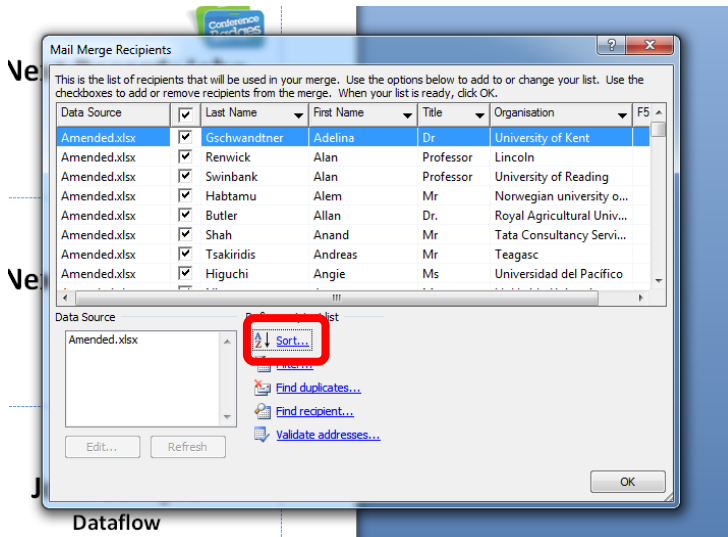
A great way to print a batch of name badges using our A4 badge sheets is by doing a simple mail merge within Microsoft Word. You can type each individual name directly onto the badges, however following this method is much quicker and easier if you have lots of data. We have various different sizes for the templates.

Below are step by step instructions to set up your mail merge:

1. Finalize your Excel spreadsheet with a title for each column. Make certain that any extra unneeded columns or rows are empty. When finished, save and close the Excel file.
2. In Microsoft Word open the Badge Sheet Template supplied on our website at conferencebadges.co.uk>**Accessories Shop**>**Paper Badges**. Select the size you would like in the drop down menu.
3. When the template document has opened, along the top menu, go to **Mailings**>**Select Recipients**>**Use Existing List**>**Select List**. Select the correct Excel list with the data in which you wish to import.

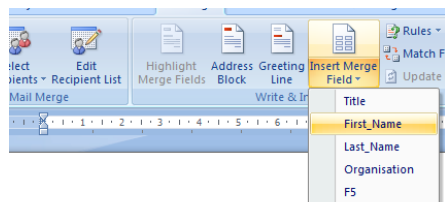


- To sort the list in the way you wish it to be ordered press **Edit Recipient List>Sort**. Lists are usually sorted by last name, first name, company ect, although this is your decision.



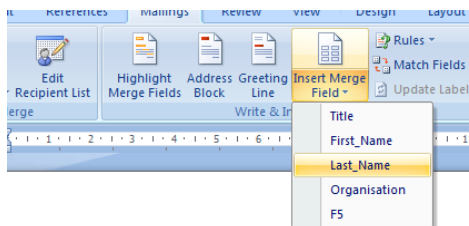
- To set up the mail merge highlight **“firstname”** and select **Insert Merge Fields>First_Name**.

- Repeat the previous step with **“lastname”**, **“company”** and any other data titles you have.

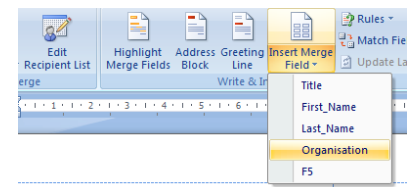


John Sample
Dataflow
England

«N



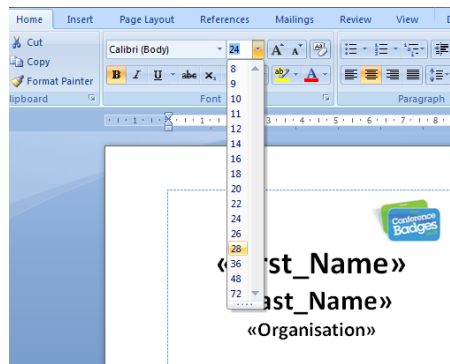
«First_Name» **Sample** «Nex
Dataflow



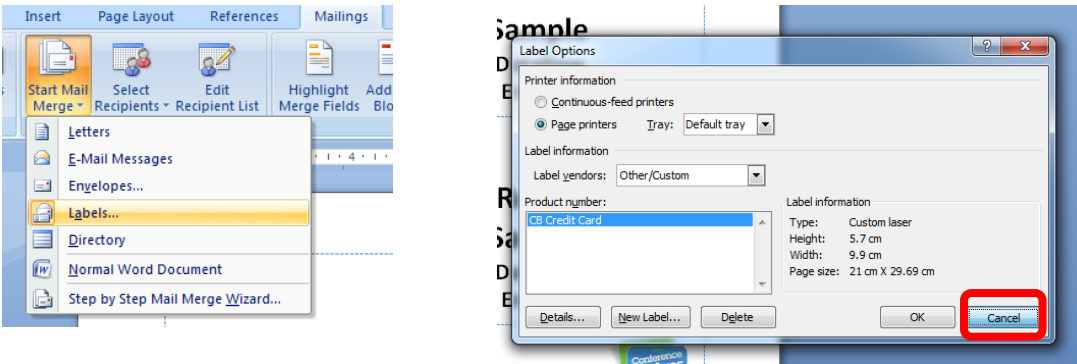
«First_Name»
«Last_Name»
Dataflow
England

«N

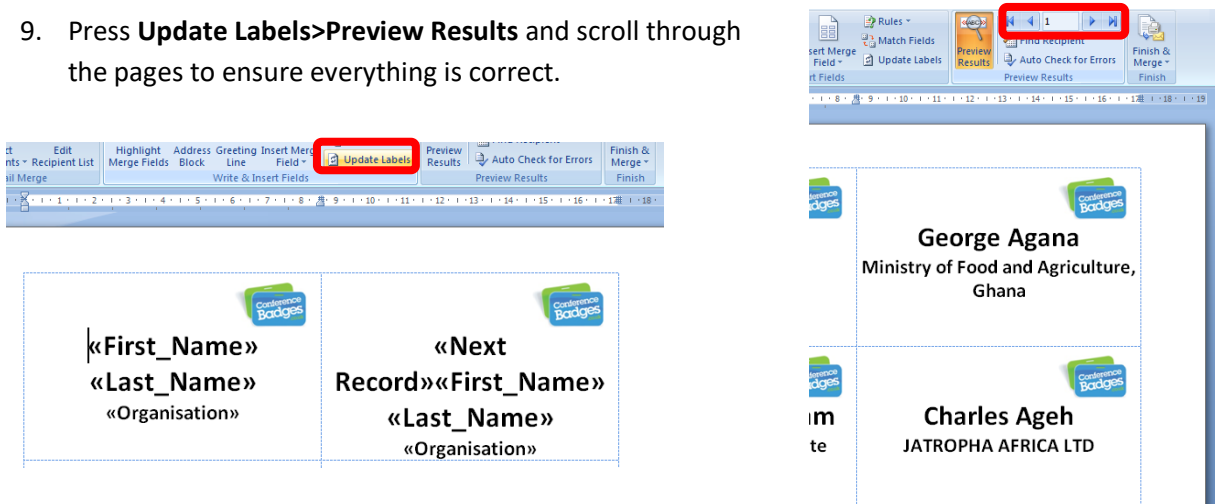
- At this stage you should edit the font, size and logo.



- Now click on **Start Mail Merge>Labels**. When the window pops up press **Cancel**. This just changes the format of the document.



- Press **Update Labels>Preview Results** and scroll through the pages to ensure everything is correct.



- Once happy with the result then press **Finish and Merge>Edit Individual Documents>OK**

