## Printing paper name badges using Mircosoft Mail Merge 2003

A great way to print a batch of name badges using our A4 badge sheets is by doing a simple mail merge in Microsoft Word. (Alternatively you can type the individual names directly in to the Badge Sheet Template supplied.)

Below are step by step instructions to set up a mail merge.

1) Finalize your Excel spreadsheet with a title for each column. Make certain that there are no extra columns or rows that aren't used, are blank or are hidden. When finished please save and close the Excel file.

2) In Word open the **Badge Sheet Template** supplied to you. Along the top go to **Tools>Letters and Mailings>Mail Merge.** If the task pane was closed, it will open the Mail Merge task pane. Choose **Labels** and continue by clicking **>Next: Starting document.**
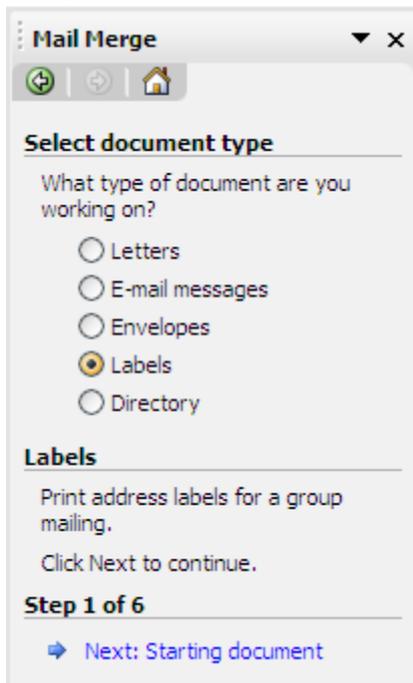

3) In the Mail Merge Pane choose **Use the current document>Next: Select recipients**, then choose **Use existing list>Browse**

4) Please browse for the Excel list your want to merge and press **Open>OK**

5) In the Mail Merge pane click **Next: arrange labels>More items**

6) In the **Insert Merge Field** window the titles from your Excel list should show up, select each and insert them to the first block only and then close the window.
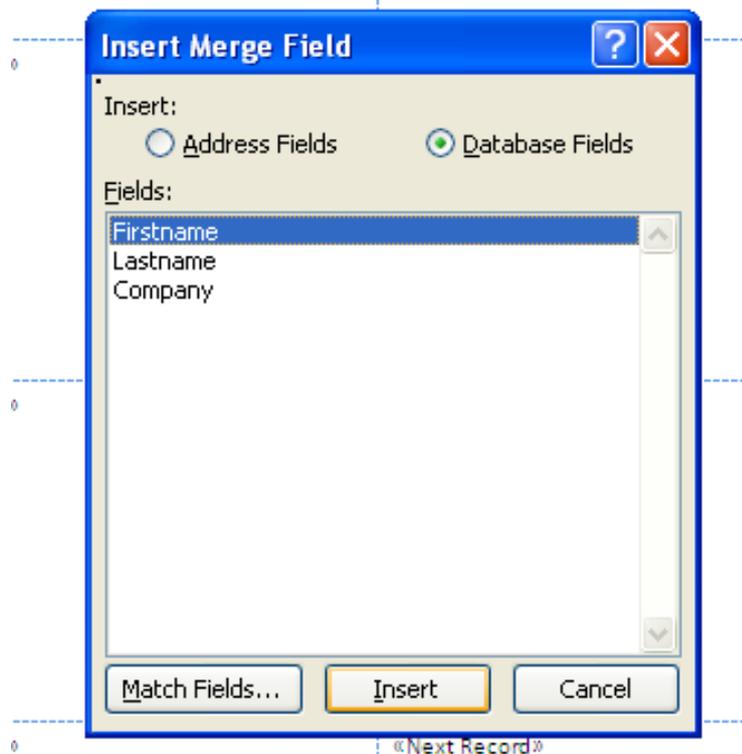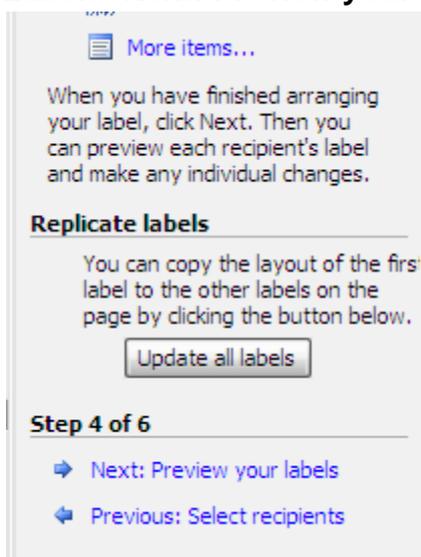

7) Your first badge (first block on top left) should look something like the image below.
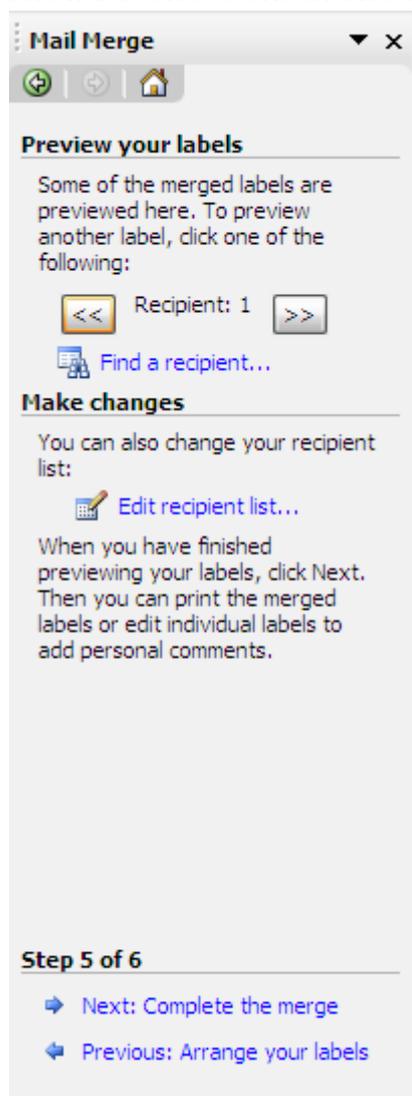
«Firstname»«Lastname»«Company»
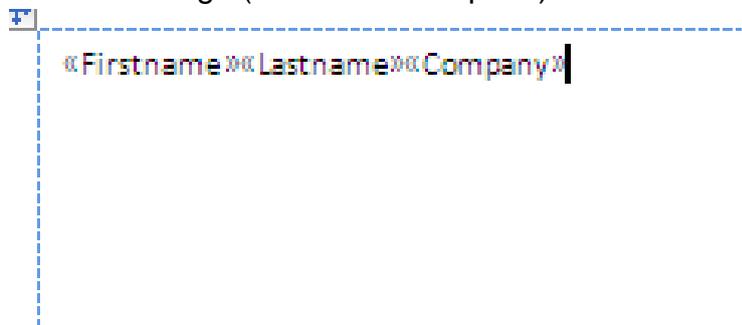
8) Please edit the font, style, size, position and add any logos required to the first block only until you have the badge layout you desire. (You can change the font as you would in a normal word document and add logos by inserting an image and resizing)

9) Once you are happy with your badge layout, In the Mail Merge pane click **Update Labels>Next: Preview your labels**

📃 More items...

When you have finished arranging your label, click Next. Then you can preview each recipient's label and make any individual changes.

Replicate labels

You can copy the layout of the first label to the other labels on the page by clicking the button below.

Update all labels

Step 4 of 6

➡ Next: Preview your labels

⬅ Previous: Select recipients

10) The first 10 names from your Excel will appear in each block on the page. You can use the arrow buttons to check that all names on the other pages are correct. Please save this file.

Mail Merge ▼ ✕

Preview your labels

Some of the merged labels are previewed here. To preview another label, click one of the following:

<< Recipient: 1 >>

Find a recipient...

Make changes

You can also change your recipient list:

Edit recipient list...

When you have finished previewing your labels, click Next. Then you can print the merged labels or edit individual labels to add personal comments.

Step 5 of 6

➡ Next: Complete the merge

⬅ Previous: Arrange your labels

11) Finally click **Next: Complete the merge**. You can go straight to print by choosing **Print Documents** or click **Edit Individual Documents** to merge and tweak the individual badges before printing.
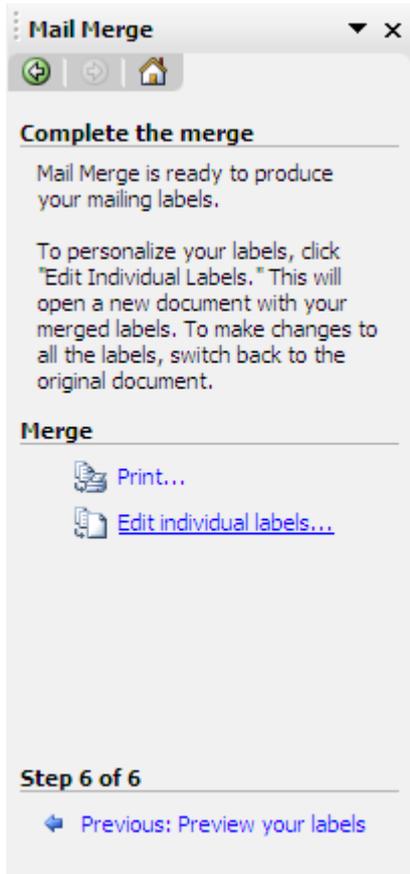
12) You will be presented with the print select screen. Choose all, or a specific number to print or merge.
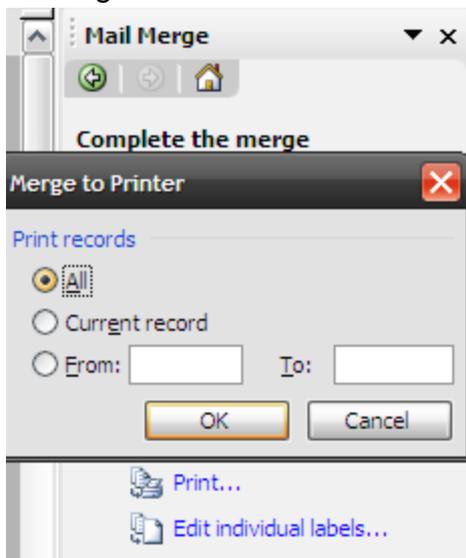
Please note:
We recommend that you check the badges on plain paper before printing onto the badge sheets.