

Using Mail Merge

How to Easily Make Lots of Certificates and do other documents where content is standardized but you would like it personalized in some way.

These directions are for MS Word.

Create an Excel file of the information you wish to have merged:

Decide the fields you wish to have (Name, Title, Date, etc.).
Enter the information as needed in the fields you have selected.
Save.

Word Processing Document

Create a new blank document.

Go to File, Page Setup and turn your page to Landscape.

You probably want the words, etc., centered, so select that from the formatting toolbar. * The formatting toolbar is found under View.

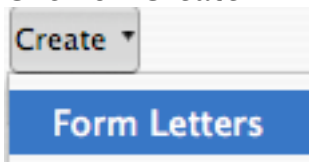
Select font, size, etc., and type away leaving space for where you would like the name, etc., to go. This will contain information that will not be changing.

Note: If you are not printing on certificate stock, you can embellish this page using the drawing tools to create borders, etc. (see the Fine Tuning section below)

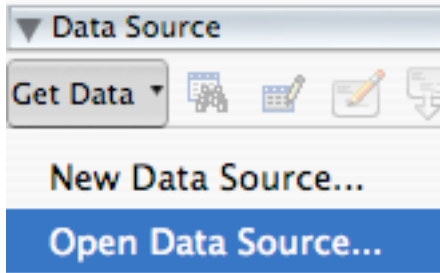
Merging the two documents

Go to Tools, Data Manager. A window will open at the right of your screen.

Click on Create



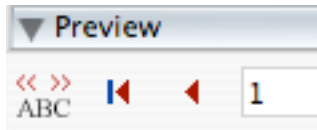
Go to Get Data Source, Open Data Source. Find your spreadsheet containing the information you wish to merge.



Drag and drop the fields into your document where you wish them to be.

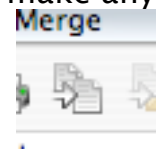
Adjust fonts, etc., if necessary.

To see what it looks like, click the Preview button and then the ABC so it shows the actual merge.



If you are satisfied, click Merge to Printer.

I recommend Merge to Document so that you can check things out and make any necessary adjustments.



Fine tuning your document.

Adding borders, etc., to your word processing document.

If you are printing on plain paper, you may wish to add some borders, etc., to your word processing document while you are creating it.

Using the Drawing Toolbar (View, Toolbars, Drawing), select the rectangle tool and draw a box on your screen.

Make a rectangle on your screen. It should cover everything but be careful not to go outside the margins. To let your writing show through, double click on your box and select 100% transparency

If you would like you lines bigger, click on line tool.



To add color, click on the color tool.



To add graphics, go to Insert and either do Clip Art or from File.



Please note that some of the clip art files for MS Office did not copy properly, so your clip art library may be limited. It was discovered very late in the year. Let me know if this is an issue.

Save.

Print as needed.