

Creating Nametags with Microsoft Word

In any mail merge, you'll deal with three different elements: the main document that you start with; information, such as names and addresses, that you want to merge into the main document to create a set of unique documents (this information is stored in a file such as a Microsoft Office Excel worksheet or a Microsoft Office Outlook® contacts list); the finished set of documents.

A. Creating data for the main document.

Data keeps track of unique information that is present in a standard document.

1. The data will be a list of your student's names. If you already have this document on your computer (preferable in an Excel format,) you have completed this step. If you do not have a list of your students already created, go to step 2.
2. To create the data for the main document, you will need a table. I usually create this in Excel. You should have a column title, and each field needs its own row. Example, one row for the student's name, one for visit date, one for the school. However, since the school and visit date does not change you might want to put that information directly on the template.

B. Creating the main document.

We have provided a template for name badges.

If you do not have the mail merge toolbar up, go to the top tool bar that says File, Edit, View, etc. Right click on this tool bar to reveal a drop down menu. Click on mail merge. This should add the mail merge tool bar to the top of your screen.

Name Badges Template

- a. Open the document called Name Badges Template.
- b. On the tool bar menu, click the second icon on the left (Open data source). A dialogue box will open that reads, "Select a Data Source". Browse through your directories to where you have stored your data source and double click on that file. This process attaches your data to the main document.
- c. Once the data has been attached you are ready to attach the merge fields.
 1. Highlight the Name text.
 2. Click the sixth icon from the left "Insert Merge Field".

3. From the dialogue box, choose the data field that represents your student's name. (example "Name") That field will now be in the first label.
 4. Repeat the process for the second label being sure **NOT** to delete the <Next Field> wording.
- d, Once the field has been defined you are now ready to merge your data with the Name Badge Template.
1. Click the fourth icon from the right, "Merge to a new document". The dialogue box will ask if you want to merge all, current record or a range from the data. Choose all and click ok.
 2. After clicking ok Microsoft will merge your data into the Name Badge Template and give you a new document with all your students' names in the labels. You should be able to print these name badges with the name badges provided by Junior Achievement.

Microsoft has a tutorial on it website if you wish to take it. Go to <http://office.microsoft.com> Click on the Help & How To tab. Next to the question mark type in mail merge and click search. Choose 'Use Mail Merge for Mass Mailings and more.

If you have any questions, please feel free to contact Nancy Armstrong, at 636-728-0707, ext 236.