

## *Do-It-Yourself Name Badges*

By creating a mail merge in Microsoft Word, and linking to a list in Excel, you can turn worksheet data into printable name badges. If you make your class name badges yourself, we suggest you order all supplies from one vendor. (PCNameTag has low prices and offers a price match guarantee.) You'll need card stock (3" x 4"), a printer and ink, and badge holders/lanyards. You'll also need a list of attendees in Excel format.

For your convenience, here's a step-by-step guide to creating a mail merge in Microsoft Word:

### **Mail Merge Step-by-Step**

1. Download the information you'd like on your name badges into a clean Microsoft Excel file. (For a mail merge to work, the file cannot have additional worksheets attached.)
2. Set up the Excel data to use in the mail merge by making sure that each column has a label in the first row and there are no blank rows or columns in the list. (You'll use the column labels to specify what data goes where in the mail merge.)
3. Make sure you have a separate column for each element you want to include in the mail merge. If you're creating name badges and want to use each attendee's nickname on the first line of the badge, make sure you have a column that contains nicknames only, rather than a single column with both first and last names.
4. Make sure that all the info you have in the Excel file is correct! This is the easiest place to make changes if there are misspellings or other errors.
5. Save and close the Excel workbook that contains the data.
6. Switch to Microsoft Word.
7. On the **Tools** menu, point to **Letters and Mailings**, and then click **Mail Merge**.
8. In the first two steps of the Mail Merge Wizard, select the document type (name badges are labels) and start the document (highlighted in blue at bottom of right hand column).
9. To create labels, click **Labels** in Step 1, and then click **Label options** in Step 2 to select the size and type of labels to print. Click **Select Recipients** at the bottom of the column, highlighted in blue, to continue.
10. In Step 3, under **Select Recipients**, click **Use an Existing List**, and then click **Browse**.
11. In the **Look In** list, click the folder in which you saved the workbook with your data, click the workbook, and then click **Open**.
12. In the **Select Table** dialog box, locate and click your list. Make sure the **First Row of Data Contains Column Headers** check box is selected, and then click **OK**.
13. In the **Mail Merge Recipients** dialog box, click any column labels in your data that correspond to the Word identifiers on the left. This step makes inserting your data in the form documents easier.
14. If you want to include only selected recipients in the mail merge, click **Edit Recipient List** and select the recipients you want. Use the rest of the Wizard steps to write, add recipient information, preview, personalize, save, and print your documents.

**Note:** While Word has your workbook open to create the mail merge, you can't open the workbook in Excel. If you need to see the data and its column labels, go to Step 3 or 5 of the wizard and click **Edit recipient list**.

For more assistance, check out **Microsoft Word Help**.