

Nicholas Hunter Ltd Name Badges
www.nicholashunter.com
office@nicholashunter.com
01865 777365

NAME BADGE PRINTING USING MICROSOFT WORD MAILMERGE & NICHOLAS HUNTER TEMPLATES

Templates for all of our badges are available to download from our website
www.nicholashunter.com

If the template opens blank then click anywhere on the page . **The Table Tools Box** will appear in the top menu bar and it will offer the choice of two tools **Design** and **Layout** . Select **Layout** . Now the tab **View Gridlines** will appear somewhere in the top menu bar. Select it.

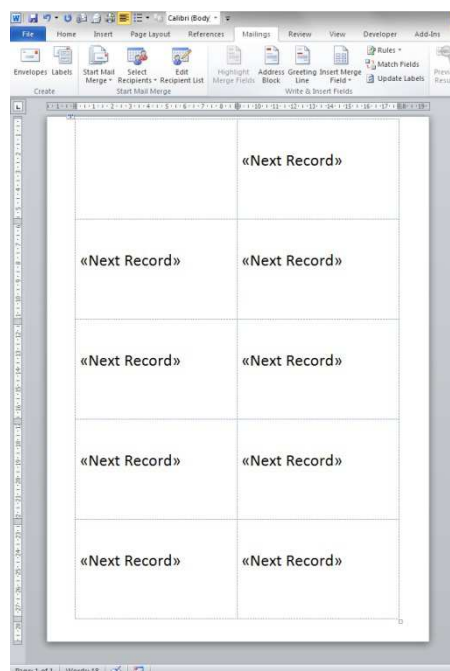
Before starting the mail merge make sure that you have given the columns in your data source (ie Excel Spread Sheet or other) meaningful names. In the examples below we have called the column of first names **first** – the column of surname **last** – the column of organisations **org** .

PART 1 : BASIC MAILMERGE NAME BADGE PRINTING

1) With the downloaded template open click **Mailings** in the top menu bar.

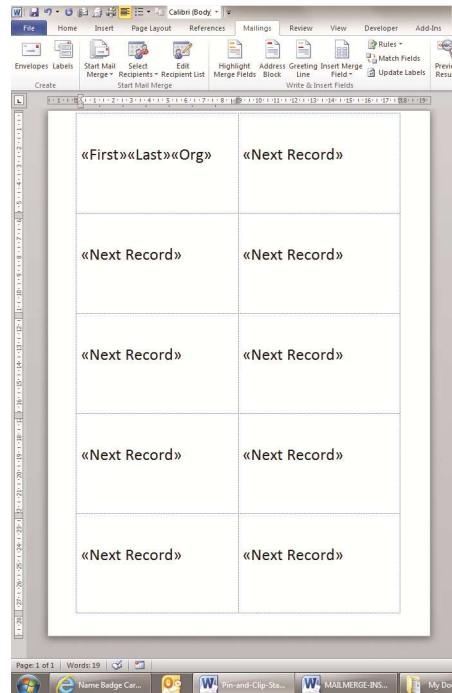
Now click **Select Recipients** and from the drop down menu choose **Use Existing List** .This will allow you to navigate to your list of names and open it.

Your screen will now appear like this (note the top left badge is blank) ::::



2) Now click **Mailings- Insert Merge Fields** and click in the drop down box click on each field (first, last and org in our example) that you wish to appear on the badge.

Your screen will now appear like this (note the top left badge)::



Now you can **format** each field for spacing, layout, size, font, colour, and justification by highlighting each field in the **top left box**.

3) Click **Mailings- Update Labels**

Your screen will now appear like this (if you have applied a little formatting) :::::



4) Finally click **Mailings- Finish & Merge**. From the choices that appear select **Edit Individual Documents** . A box called **Merge To New Document** appears. Select **All** and then okay.

Your screen will now appear like this **AND YOU ARE READY TO PRINT.**

Andrew Adams Alpha Studies Ltd	Barbara Basset Bansfield Biscuits
Charlotte Corday Charleston Dance Studio	David Duke Dream Visits Ltd.
Erica Earnshaw Early Birds Inc	Freddy Fiddler Fortuna House
Gillian Gusset Great Idea Seminars	Henry Heatheridge Happy Day Tours

PART 2 DOUBLE SIDED NAME BADGE PRINTING WITH MAILMERGE

Sometimes Meeting Organisers wish names etc. to appear on both the back and the front of the Name Badge.

*A first thought is to print the names on the front of the Badge as in **PART 1** and then to turn the badges round in the printer and repeat the process. **BUT THIS WON'T WORK.***

It won't work because in reversing the sheets you are reversing the position of the badges too. So the back and front names will not match.

The answer is to print two badges side by side with the same name and then fold them over.

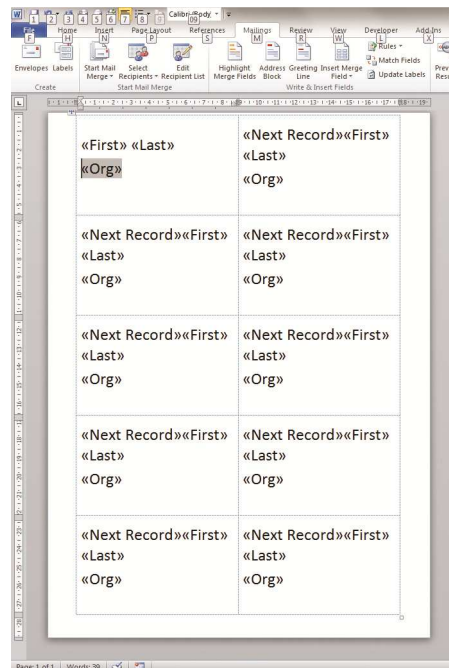
Fortunately this is very easy .

Mailmerge can handle it easily and **Nicholas Hunter Name Badges** are perforated to fold perfectly.

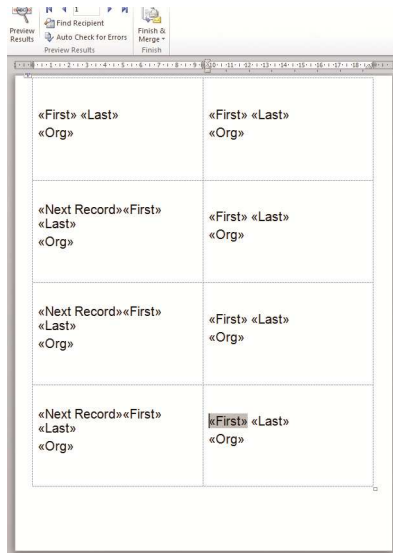
Here is how to do it.

..

1) Follow steps 1) and 2) and 3) in Part1 : BASIC MAILMERGE NAME BADGE PRINTING
Now your screen will look like this::



2) Click into each record in the **RIGHT HAND COLUMN** and delete the text **<<Next Record>>**
Your screen will now look like this ::::



3) Your screen will now look like this and you are ready to go to **Mailings-Finish & Merge** and select **Edit Individual Documents** where from the box called **Merge To New Document** you will be able to select **All** and**THEN YOU ARE READY TO PRINT !!**

