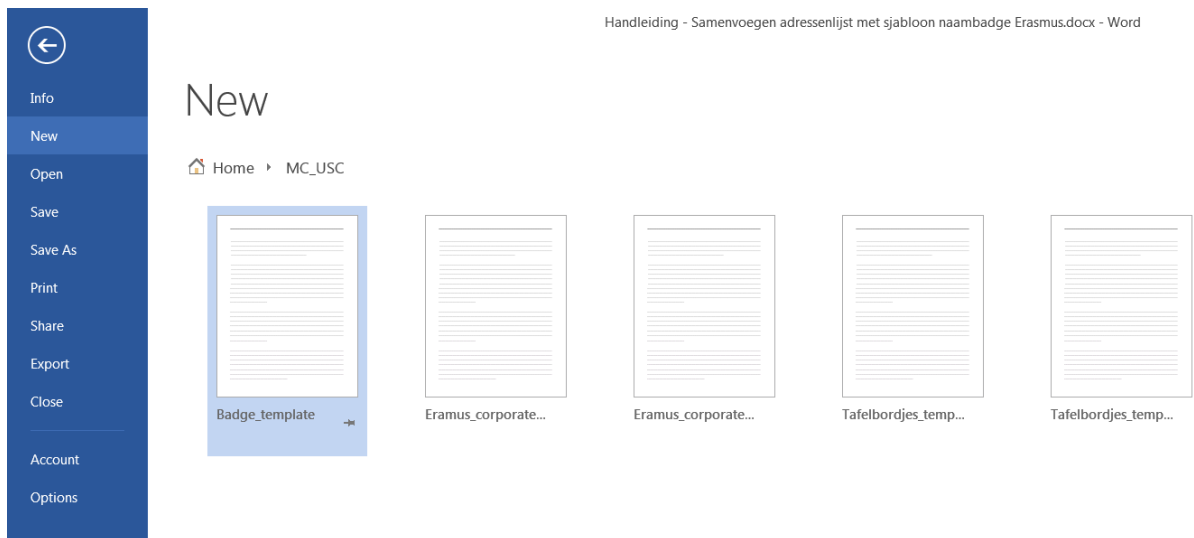
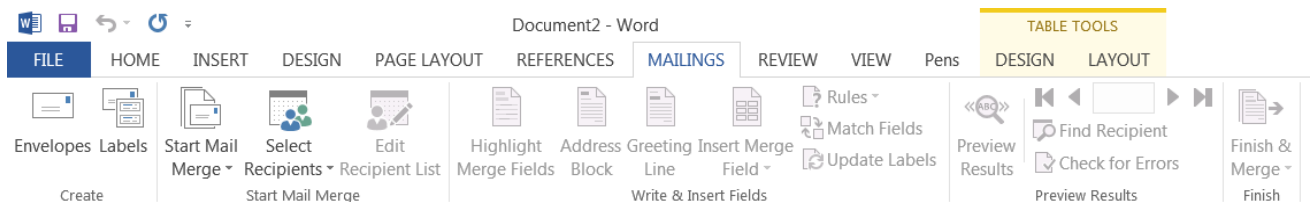


Manual Merging list of addresses and namebadge template

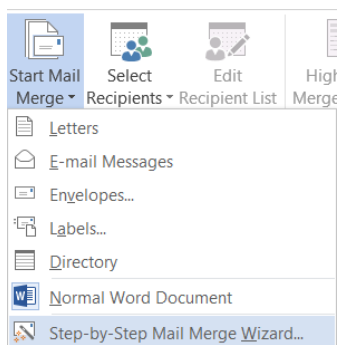
1. Open the correct template
 - a. Open Word > New > Select Shared > MC_USC > Select Badge_template



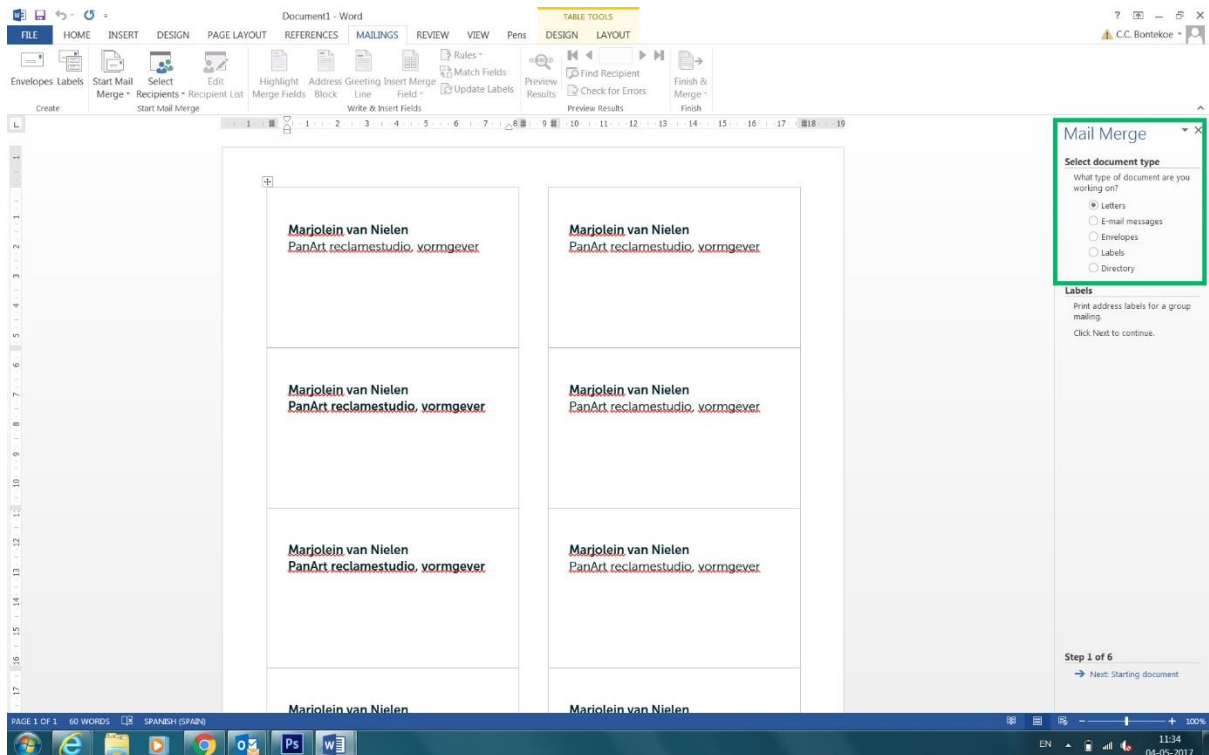
2. Select MAILINGS in het hoofdmenu > Select Start Mail Merge



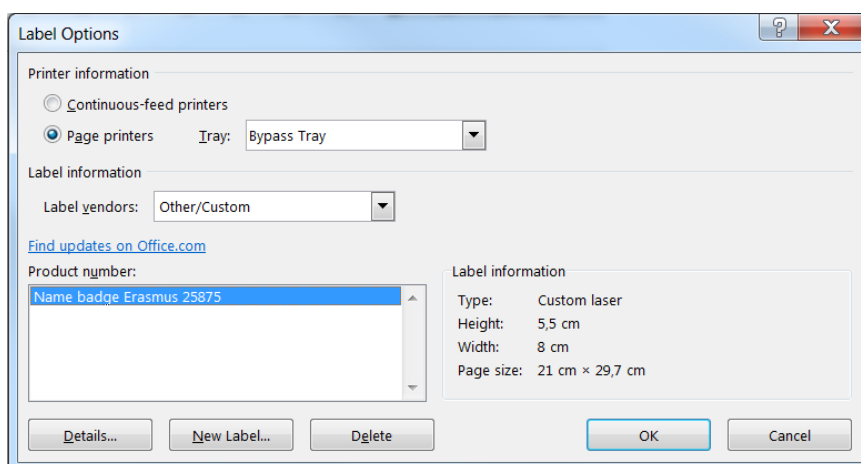
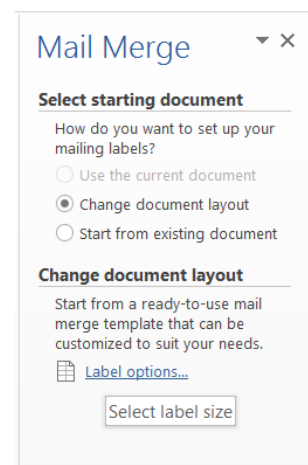
3. Select Step-by-Step Mail Merge Wizard at the bottom of the drop-down menu.



- The Wizard opens on the right of the document and helps you through the procedure step-by-step.

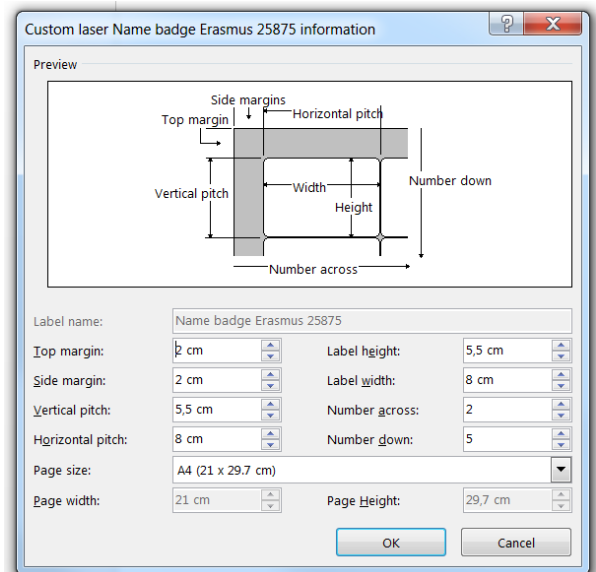


- Select **Labels** and after that **Next: Starting document** at the bottom of the right menu (Below **Step 1 of 6**).
- If you execute these steps for the first time, select **Change document layout**. Have you already defined the margins of the name badges before? Select **Start from existing document** and move forwards to step 7 in this manual directly.
 - Select **Label options...** below **Change document layout**. Select **Name badge Erasmus 25875** in the Label options pop-up below Label Vendors 'Other/Custom'.



- b. If this product does not yet exist in Label options, select **New label...** in the Label options pop-up. Insert the following:

- Label name: Name badge Erasmus 25875
- Top margin: 2 cm
- Side margin: 2 cm
- Label height: 5,5 cm
- Label width: 8 cm
- Number across: 2
- Number down: 5
- Vertical pitch: 5.5 cm
- Horizontal pitch: 8 cm
- Page size: A4 (21 x 29,7 cm)



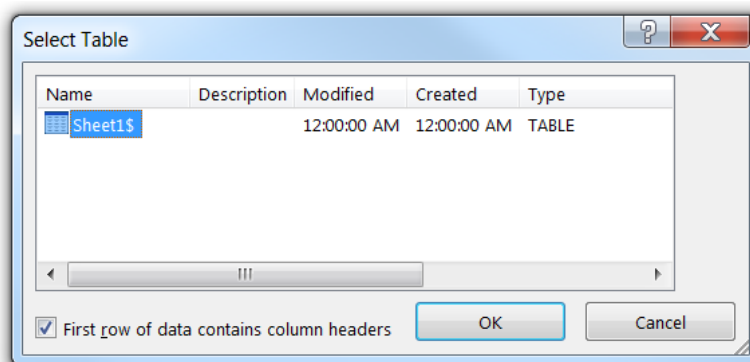
- c. Select **OK**. A pop-up will show up, about deleting the current content in the document. **Cancel** this message.

7. Select **Next: Select recipients** at the bottom of the Mail Merge Wizard.

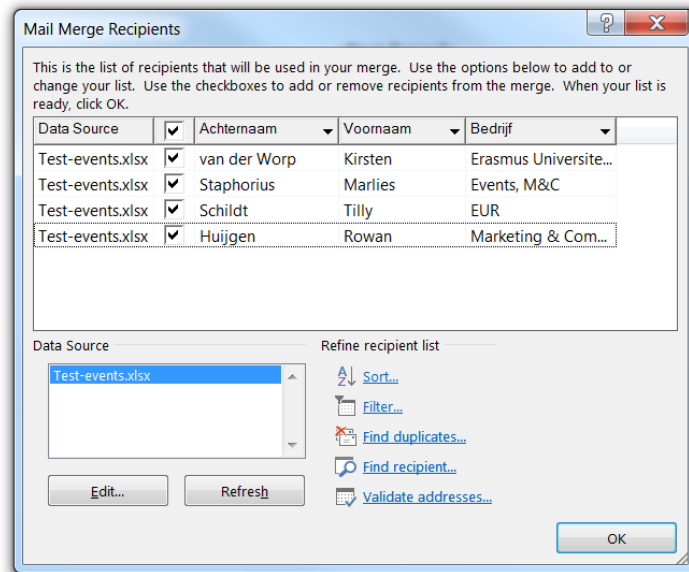
8. Select **Use an existing list** > Click on **Browse** to insert the right Excel document for the Mail Merge.

- a. Within this Excel document, it's important to place the names of the persons that will receive a personalised badge horizontally. You can add additional information in the columns next to the names. During this merging process you can select which items you want to insert in the Namebadge, which means that using a list with too extensive information does not induce any problems.

- b. You can assign column names in the first row of your sheet to define your data. After opening your Excel file and selecting the right sheet > Select **First row of data contains column headers**.



9. By selecting the right sheet, you have selected your data. After clicking **OK**, you have the opportunity to select the **Data Source** (in this example Test-events.xlsx) in order to manually insert additional items/fields (select a field and click 'enter' or 'interspace').



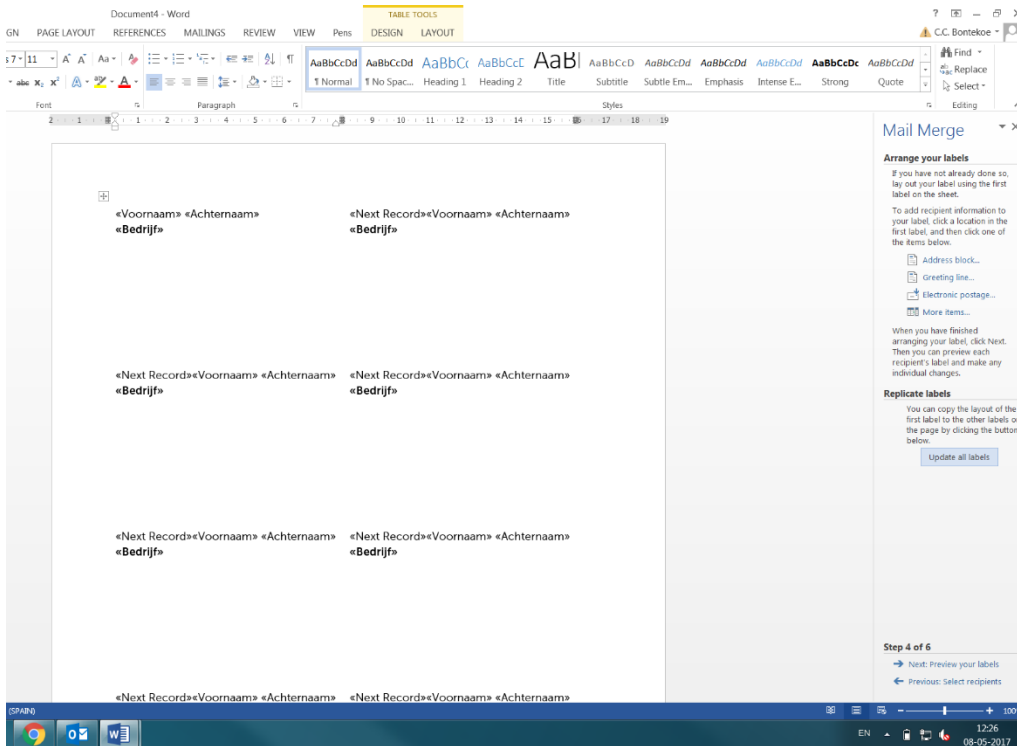
10. If your data is complete, select OK > Continue with 'Arrange your labels' at the bottom of the Wizard.
11. Put your cursor in the Word file, in the first name badge, and delete the contents (Marjolein van Nielen...).
12. Select the option **More items...** to determine which data you want to insert in the name badges. Double click each item of relevance. In case you have used an Excel sheet with some undesired items, you do not have to insert these records.
13. If you use an Excelsheet with for instance 'First name', 'Surname' and 'Company name' in separate columns, the contents of your first badge will look as follows, if you insert all records at the same time:

<<First name>><<Surname>><<Company>>

Adjust these contents to the font (size) of your preference. Also, make sure you determine the right format: insert enters and spacing between records. For instance:

<<First name>> <<Surname>> *(space between records – Museo Sans 300)*
 <<Company>> *(company name on new line – Museo Sans 700)*

14. Select **Update all labels** to copy this format to all name badges.



15. Continue to the next step, **Preview your labels**, by selecting **Next** at the bottom of the Wizard.
16. Select **Complete the merge**.
 - a. Select **Edit individual letters** if you want to alter something or check whether all names are inserted in the template correctly.
 - b. Is everything as desired? Print this document at the **badge template** – a special a4 in EUR housestyle, which also prevents you from having to cut each name badge individually. You cannot find the template? Ask the secretariat!

