

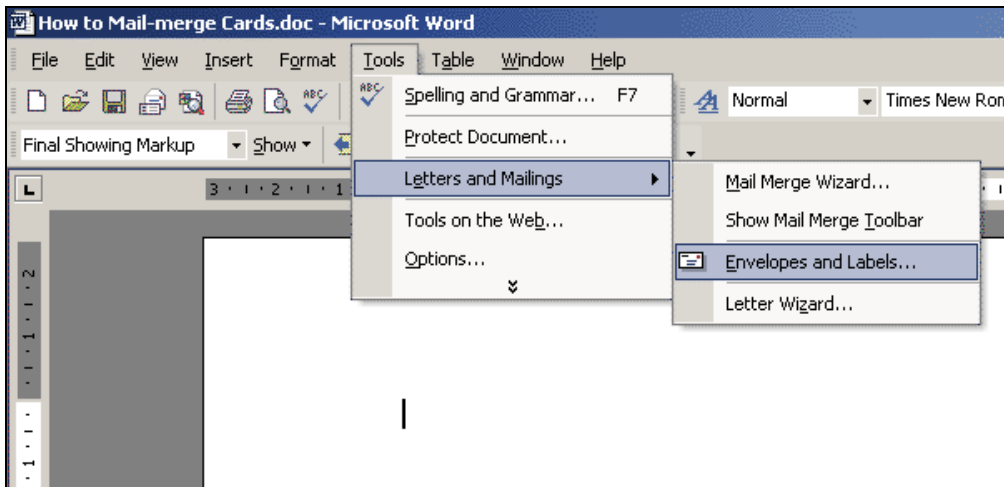
Mail Merge to Perforated Insert Sheets

The **Microsoft Word Template files** provided on this disc are great when you want to use the ID Warehouse range of Perforated Card Insert Sheets to design and print a standard card design for all your event attendees to wear.

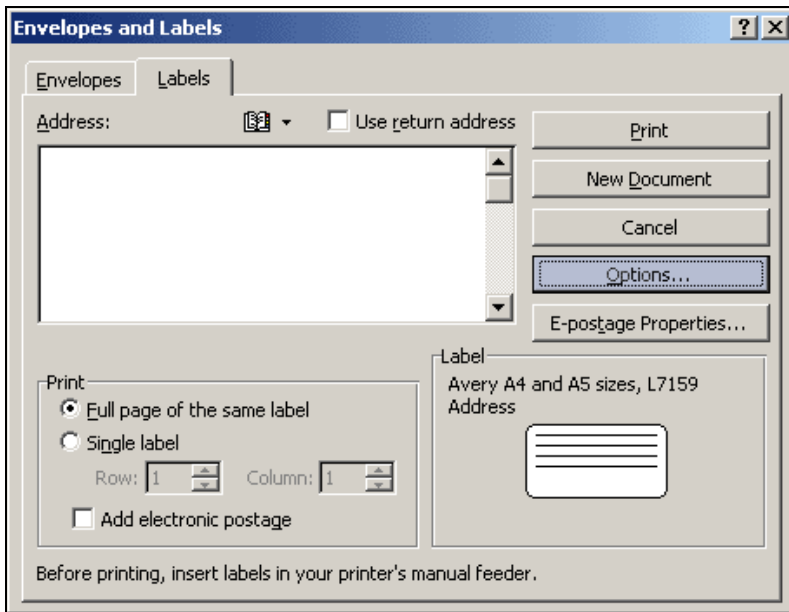
However, you may often wish to **mail-merge** a complete list of your attendees onto the perforated card sheets so that each card is individually personalised with the attendee's name. The following tips will help you set-up a Mail Merge Label template. Label templates work fine for card-printing use.

It's a good idea to print this document and keep it nearby for easy reference while you create your cards in Microsoft Word. For detailed instructions on using Mail Merge features, consult a Microsoft Word manual or the online help menu.

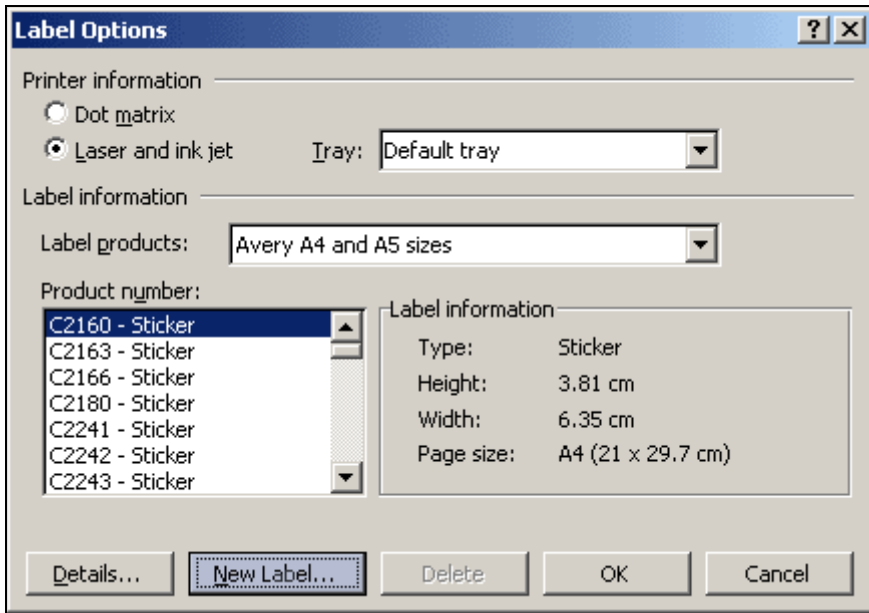
1) This image shows the menu option to look for under Microsoft Word 2002. Select **"Envelopes and Labels..."**



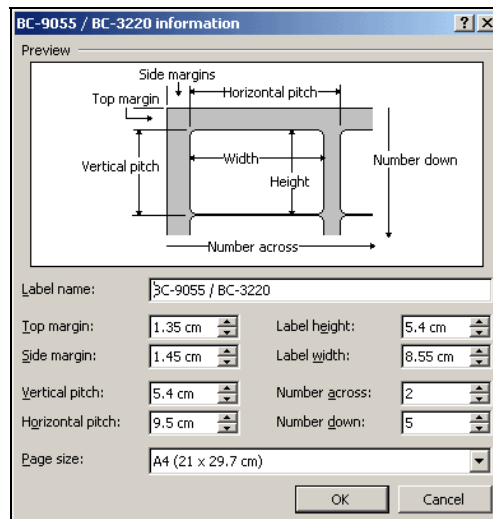
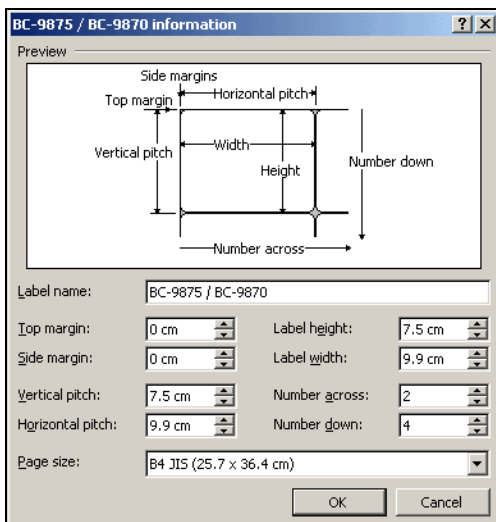
2) In the screen which then appears (see below), select **"Options"**.



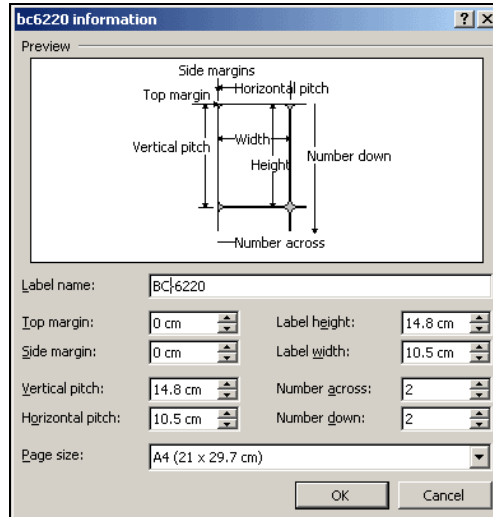
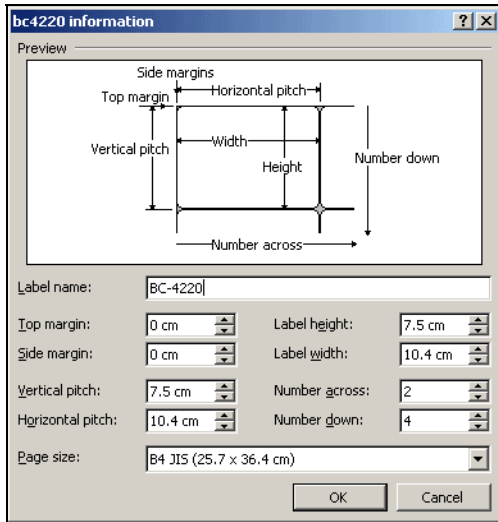
3) The Label Options screen contains, as standard, templates for many supplier labels (eg: Avery and Xerox brand labels). You'll need to create a new label template, so select "New Label..."



4) Depending on which of the ID Warehouse Perforated Card Insert products you are using, you will need to copy the properties from one of these relevant screens:



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5) Now you can use Microsoft Word's **Mail merge wizard** (located under the same menu as shown in step 1) to create a new document of individual and personalised cards (or "labels" as they are referred to under Microsoft Word).

Follow the step-by-step instructions and if you have any difficulties - consult the Microsoft Word manual or online help menu. Further assistance can also be found on the internet at Microsoft's website <http://office.microsoft.com>



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