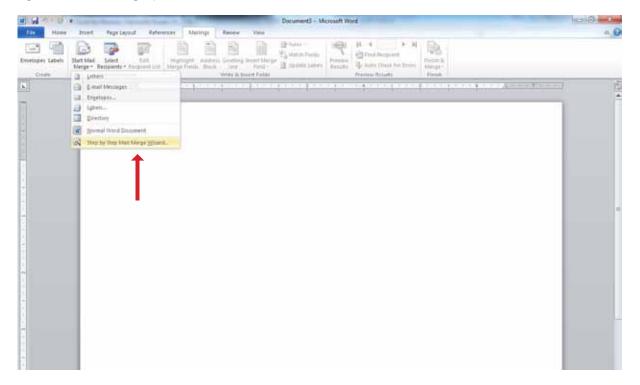# Nametag Mail Merge

Microsoft Office 2007/2010 on a PC computer

(1) Start with your excel document. When creating your excel document think about all the different ways you want to use the information. When creating nametags, you will want a person's first name, last name, and possibly their title or department. It is best to make separate columns in your spreadsheet for each part of a person's name. This allows you the freedom to either merge the information together onto one line or to put the first name and last name on separate lines. A sample of what your excel spreadsheet might look like when you are ready to mail merge the information is:

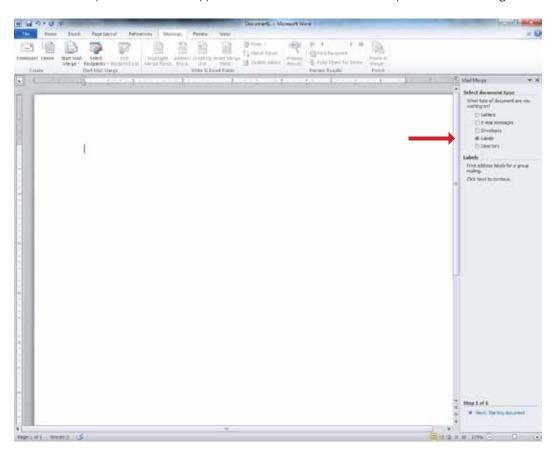| First Name	Last Name	Work Title	Department
Sally	Smith	Office Assistant	College of Business
John	Thomas	Director	College of Business

(2) Once you have your matrix completely filled in, everything spelled correctly and all capital letters used appropriately you are ready to make nametags. Note: The information will be inserted exactly as it is typed in the excel matrix. Be sure all information is correct!

(3) Open a blank Word document and begin the mail merge process. The mail merge function can be found under the Mailing tab. Click on the down arrow next to the "Start Mail Merge" icon. At the bottom of this list, you will see "Step by Step Mail Merge Wizard". This wizard will help walk you through the mail merge process.
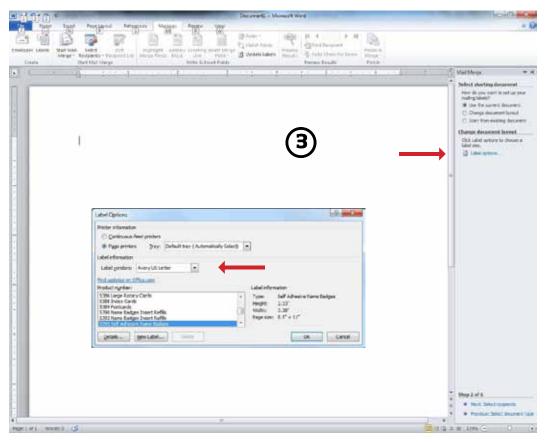

Note: While the Mail Merge Wizard is fairly intuitive, the following screen shots help you navigate along the process and shows you what you should be seeing at each step of the way.

④ You need to select your document type. Labels are used as the template for nametags.
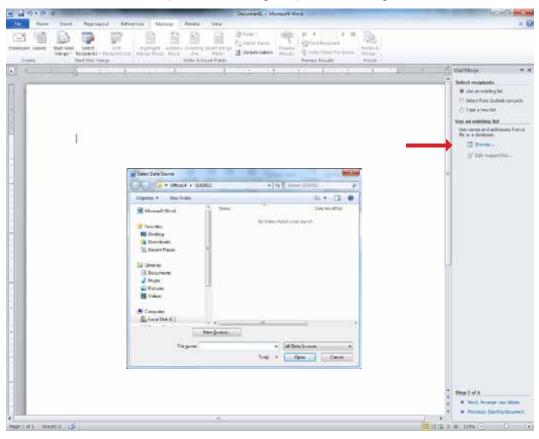

⑤ You will need to choose the type of labels you will be using. Microsoft Word recognizes a variety of commercial labels, with these already programmed into the system.
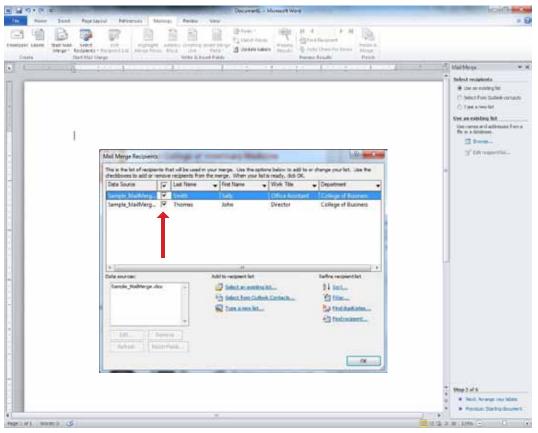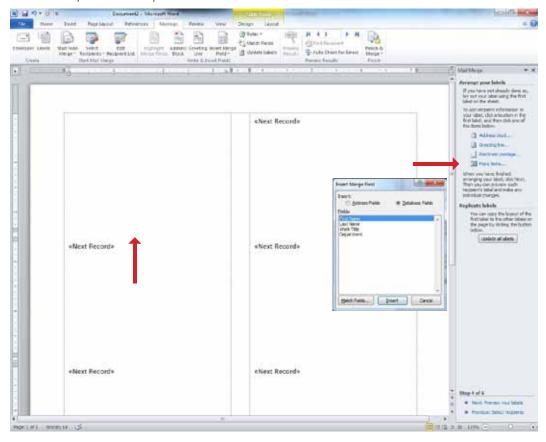
6   Browse and select the excel file you will be using for your mail merge.
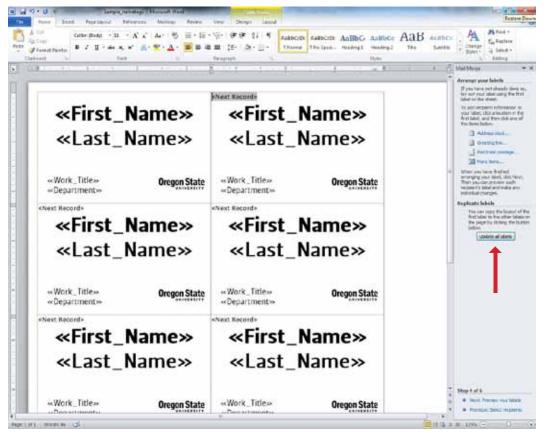

7   You will be asked to select the recipients you want included from the excel file in your mail merge. Make sure that there is a check mark by the names of recipients you would like to include in this merge. If there are people from your list that do not need to be part of this merge, be sure to unmark their name.

8 The label in the top left is your primary label, which is where all initial additions to your nametags will take place. "More items" allows you to add fields from the linked excel file to this document to begin designing your nametags. The label in the top left is your primary label. This is the place that will be updated with any fields that you insert.
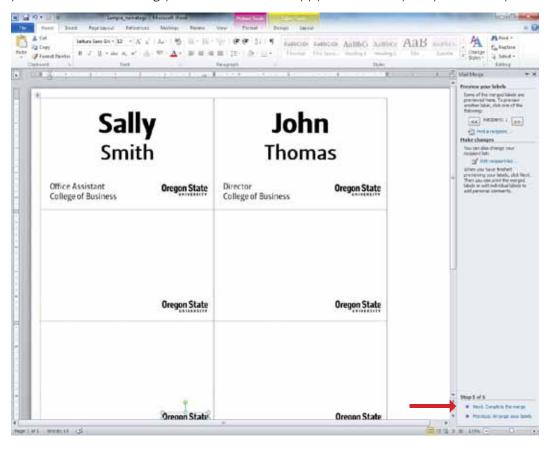

9 Once the primary label is fully formatted, make sure to update all labels.

10 Once you are done formatting your labels and are happy with the way they look, complete the merge.

11 After the merge is complete, you will want to "Edit individual labels". This function allows you to make edits to the labels that need special formatting. For example, a first name does not fit on one line due to the size of the font. You will want to resize this element on that specific label to fit on one line.