



Print Place Cards Using Microsoft Word Mail Merge

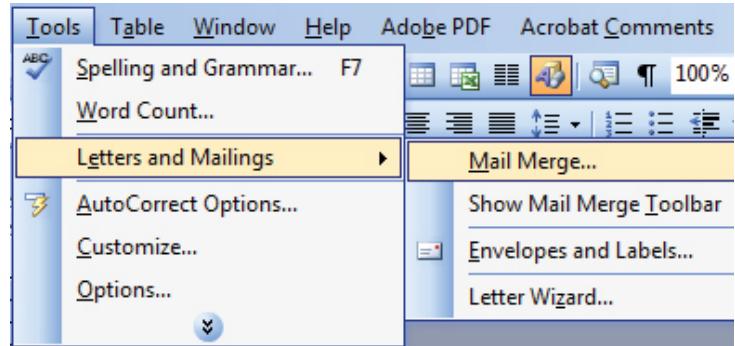
Microsoft Word for Windows 2003

Start Mail Merge

Open Word with a new blank document.

Click **Tools > Letters and Mailings > Mail Merge**.

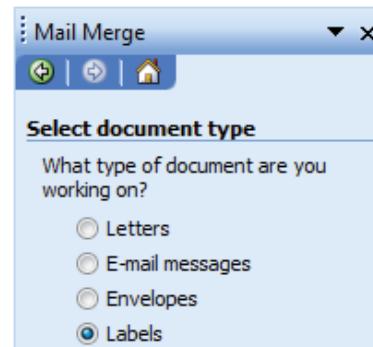
The *Mail Merge* workflow interface opens, guiding you through the rest of the process in 6 steps.



1. Select a Document Type

Next you're asked, *What type of document are you working on?*

Select **Labels**, then continue by clicking **Next: Starting Document**.

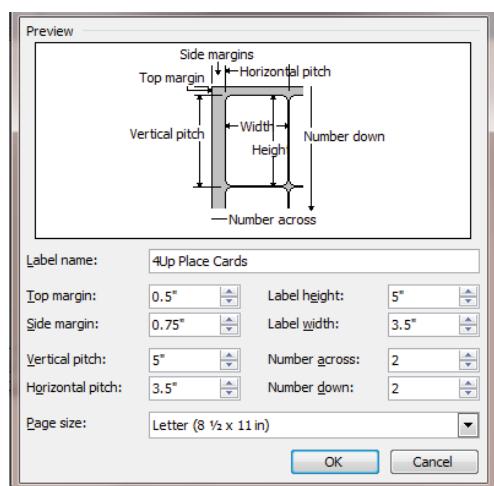
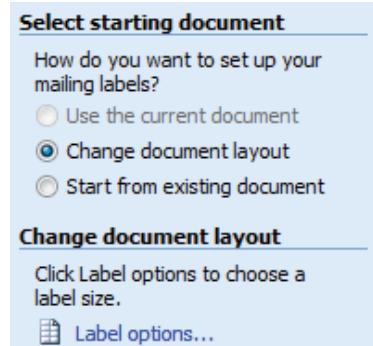


2. Change Document Layout

Under *Select starting document*, select **Change document layout**.

Under *Change document layout*, click **Label options**.

The *Label Options* interface opens.



Next to *Label products*, choose **Other/Custom**.

Click the **New Label** button.

The *New Custom* window opens (shown left)

In the *Label name* field, enter a custom name for your label template.

Enter the following values into the rest of the fields to create a template for LCI's 4-Up Place Cards:

Top margin = .5

Side margin = .75

Vertical pitch = 5

Horizontal pitch = 3.5

Label height = 5

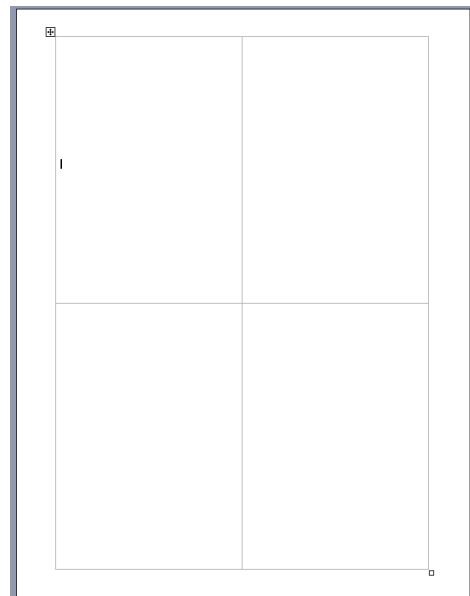
Label width = 3.5

Number across = 2

Number down = 2

For *Page size*, select **Letter (8 1/2 x 11 in)**.

Click **OK**.



Your custom template appears in the *Product number* field.
Make sure it is selected.

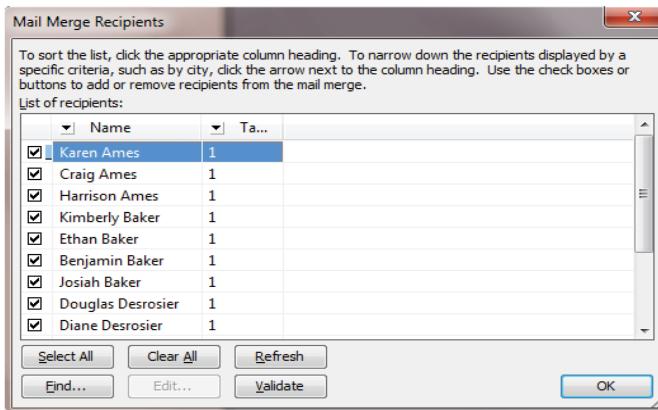
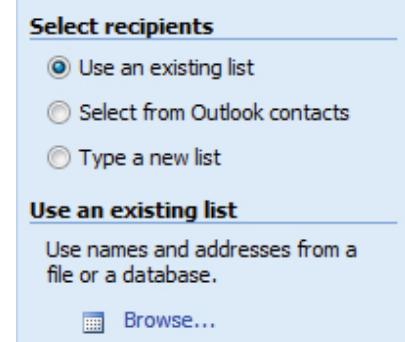
Click **OK**.

Your custom template is now on screen showing 4 quadrants sized to match the 4-Up Place Cards layout.

3. Select Recipients

Under *Select recipients*, select **Use an existing list**.

Click **Browse**, then navigate to a spreadsheet of names and table numbers that you have previously made.



The *Mail Merge Recipients* window opens:

Click **OK**.

Your cursor should be in the upper left quadrant.
The other quadrants show <<Next Record>>.

Click **Next: Arrange your labels**.

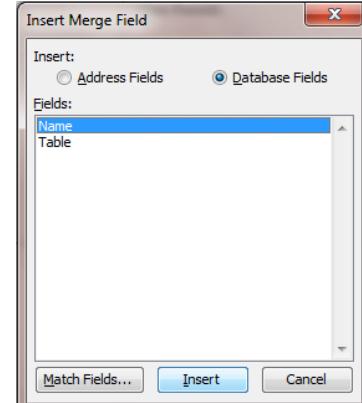
4. Arrange Your Place Cards

In Step 4, you'll set up the default format of the first place card.

Under **Arrange Your Envelopes**, click **More Items**.

The *Insert Merge Field* window opens.

Click each field to add it to the template and click **Insert**.



The fields will show in the upper left quadrant.

Click the **Close** button.

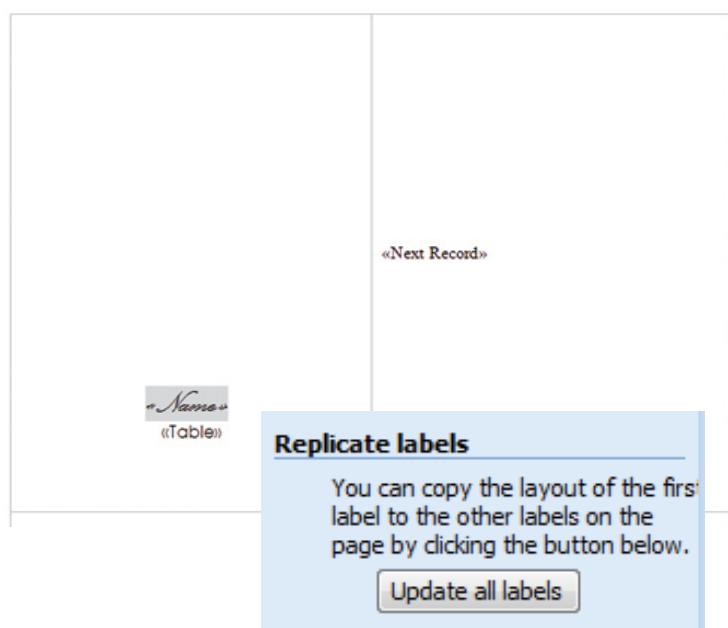
In the upper left quadrant, arrange and format the merge fields as you like in the lower half of the quadrant.

Be careful not to disrupt the template layout.
If you change the layout by mistake, use **Edit > Undo**.

Don't forget to get creative with fonts!

When you are satisfied with the layout, click **Update all labels**. All 4 quadrants are now updated with your merge field names and layout.

Click **Next: Preview your labels**.



5. Preview Your Place Cards

All of the information from your spreadsheet has populated into the document and you can preview each card using the << and >> buttons:



This is a good time to make sure none of the names are too large to fit on one line.

When everything looks good, click **Next: Complete the merge**.

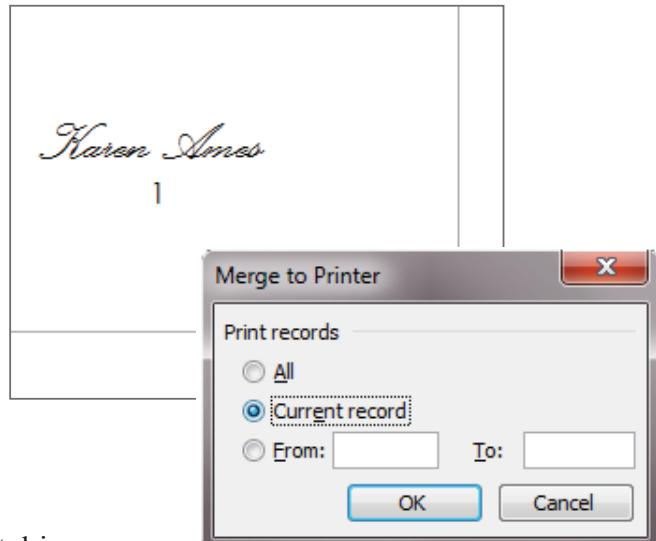
6. Complete the Merge & Print

Click **Print**. A **Merge to Printer** window appears.

This is the appropriate time to print one sheet as a test.

Click **Current Record**.

This prints just the 4 place cards on the screen, not the entire collection.



Click **OK**. A print window appears which brings up your print driver.

Since you are printing a standard 8 1/2 x 11 sheet, you will not need to set up your print driver to recognize custom dimensions.

After printing the test, if everything is properly positioned, click **All** to print the entire list.