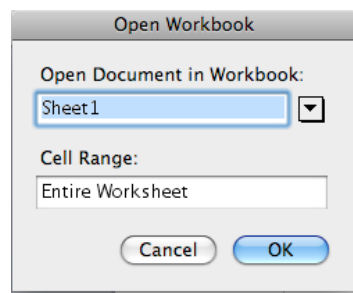
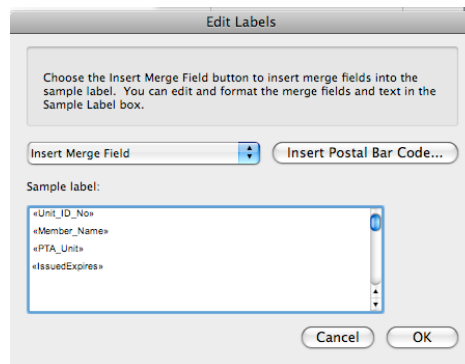


Instructions to Use the Membership Card Template to fill out the cards.

1. Download the PTA Card Template.doc and the Cards.xls.
2. Open the Cards.xls and fill in each of the columns in the file. You need to leave the columns as they are in order for this to work.
3. Once you have entered the information in the Excel file, open the PTA Card Template.
4. Open the Mail Merge Manager under Tools.
5. Go to Tab 2 Select Recipients List/Get List/Open Data Source. Find Cards.xls on your computer and open it.
6. You may get a window warning about opening the file. Click Okay.
7. This is your next window. Click OK.



8. Next window, click OK:



9. Go to Tab 5. Preview Results. Click on the “abc” and your names should pop up on the document.
10. Open Tab 6 to complete Merge. Click on Merge to Printer. It would be best if you only printed one page on a sheet of paper and make sure that it lines up on the cards. Printers act differently from inkjets to lasers.

This should work. If you have any problems you may contact Mary Ann at:
mdaugherty15@comcast.net (847) 455-0427