**INSTRUCTIONS FOR WORD DOCUMENT MAIL MERGE ARTIST CARDS:**

1. Open document ‘Museum\_Card\_Data.doc’ and enter data as shown. Be sure to type it in exactly as shown as the documents will merge your records exactly as entered under the headings. Be sure to have no extra spaces or press return to a new line at the end of your last students information (this might generate error messages while merging, but it merges anyway).
2. Save the data to the document and exit the file.
3. Open document ‘Museum\_Card\_Template.doc’.
4. Choose ‘yes’ to run the SQL command from the data document.
Choose the ‘Mailings’ tab to begin the process.
OR
In the dialog box that pops up, under “6. Complete Merge”, click on the icon for “Merge to New Document” to start the merge and create a new file.
5. Edit Options:
	1. Go back into the original ‘Museum\_Card\_Data.doc’ and edit your data, or
	2. Choose ‘edit recipient list’ and edit as needed
6. When done editing (if needed):
	1. Choose ‘Finish and Merge’; then choose ‘Edit individual documents’. Then choose from the 3 different options of ‘all records’, ‘current records’ or choose a range to print from.
	2. Now print your museum cards by choosing the ‘File’ tab and print your labels.
	3. If you need to print one or 2 at a time, edit the ‘Museum\_Card\_Data.doc’ accordingly with only the data you need and choose send immediately to the printer by choosing ‘print documents’ after you hit the ‘Finish and Merge’ option.
	4. Be sure to load manila index card stock paper (found in the storage room) into your printer before printing.
7. Save your merged document as needed.
8. Print onto the card stock paper, which can be provided by your head docents.

**INSTRUCTIONS FOR TYPING ALL THE INFORMATION:**

1. Open document ‘Museum\_Card\_Type\_Template.doc’.
2. Save it as another file and start typing all the necessary information.
3. Print onto the card stock paper, which can be provided by your head docents.