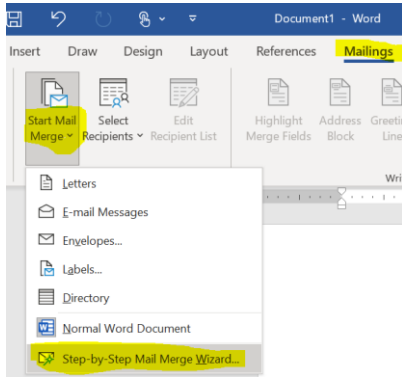## How to make Nametags

1. Open a new document in Microsoft Word.
2. Click Mailings/Start Mail Merge/ Choose the wizard.
3. Under "Select document type" click "**Labels**" and then "**Next: Starting Document.**'"
4. Under change document layout," click **Label Options.**
5. Select **Avery US Letter** for label vendor and then scroll down to 5392 label badges inset refills, then click **OK.**
6. Click "Next: Select Recipients."
7. Under **"Use existing List"** click browse and scroll through the drive to find the Excel spreadsheet you need. Press **OK** once your file is selected.
8. Once you see a list of names, scroll through and make sure there are no completely blank lines. If there are, uncheck them, then click **OK.**
9. Click **"Next: Arrange Labels."**
10. Under "Arrange your labels" click "**More Items.**"
11. Select those fields you want merged to the nametag and click **insert** until you have selected everything that goes onto the nametag.
12. Next, format the text fields. Follow this format:

First Name [Size 30 font]

Last Name [space] Class Year [Size 20 font]
Job Title [Size 16 font, Italicized]
Company Name [Size 16 font]

[When making nametags for Alumni, after their last name include on the tag the year they graduated, like this: '16 EMBA or MSFRN, etc.]

13. Select all and make the font Calabri and navy (the block in the standard colors next to purple).
14. Then, highlight both columns and use the no space style to remove spaces after lines. (You can apply the **Style** "No Space" or click the **Line and Paragraph Spacing button** on the Paragraph block of the tool bar and remove any spaces before or after paragraphs.)
15. Center the text vertically and horizontally. (Under **Table Tools/Layout/Alignment** select the center box.)
16. Click "**Update all labels**"
17. Click **"Next: Preview your labels**"
18. Click "**Next: complete the merge**"
19. Then, under merge, click "**Edit individual labels**." Check for mistakes.
20. Lastly, print out the labels. Put the name tags into the printer upside down, feet first.