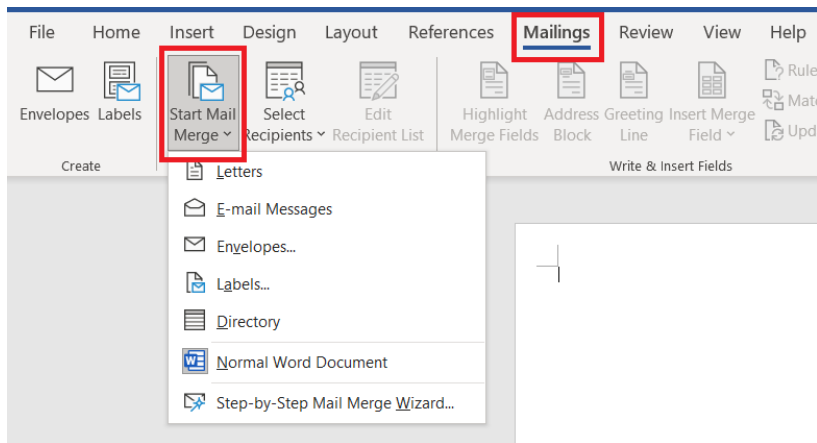


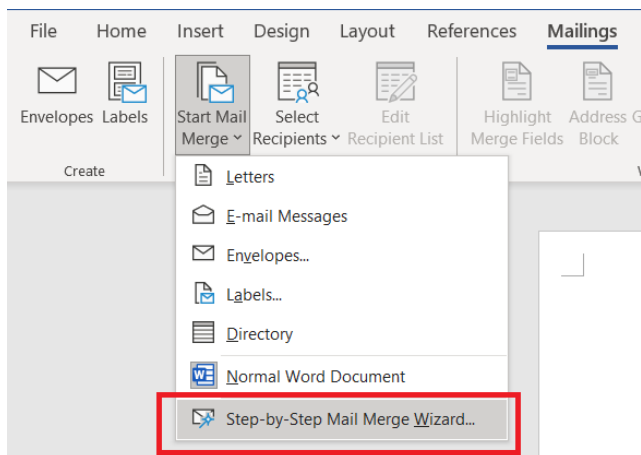
St. James Certificate Template (.docx) Mail Merge Instructions

If you are creating certificates for several recipients, there is an easy way to add all the names.

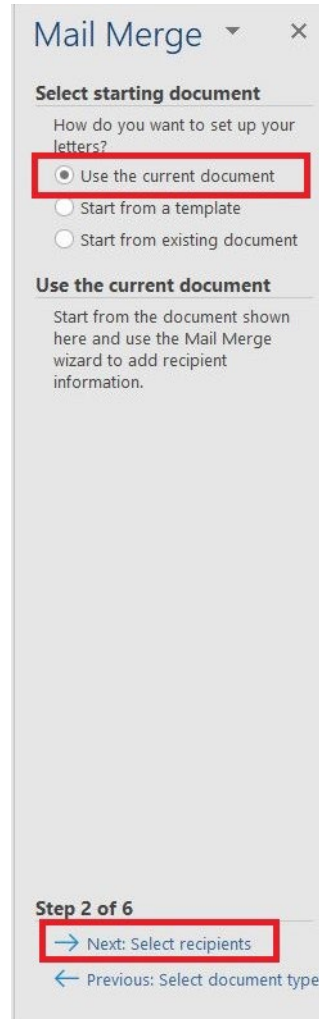
1. Open the .docx certificate template file with Microsoft Word.
2. Click on the **Mailings** tab.
3. Click **Start Mail Merge**.



4. Click **Step-by-Step Mail Merge Wizard**.



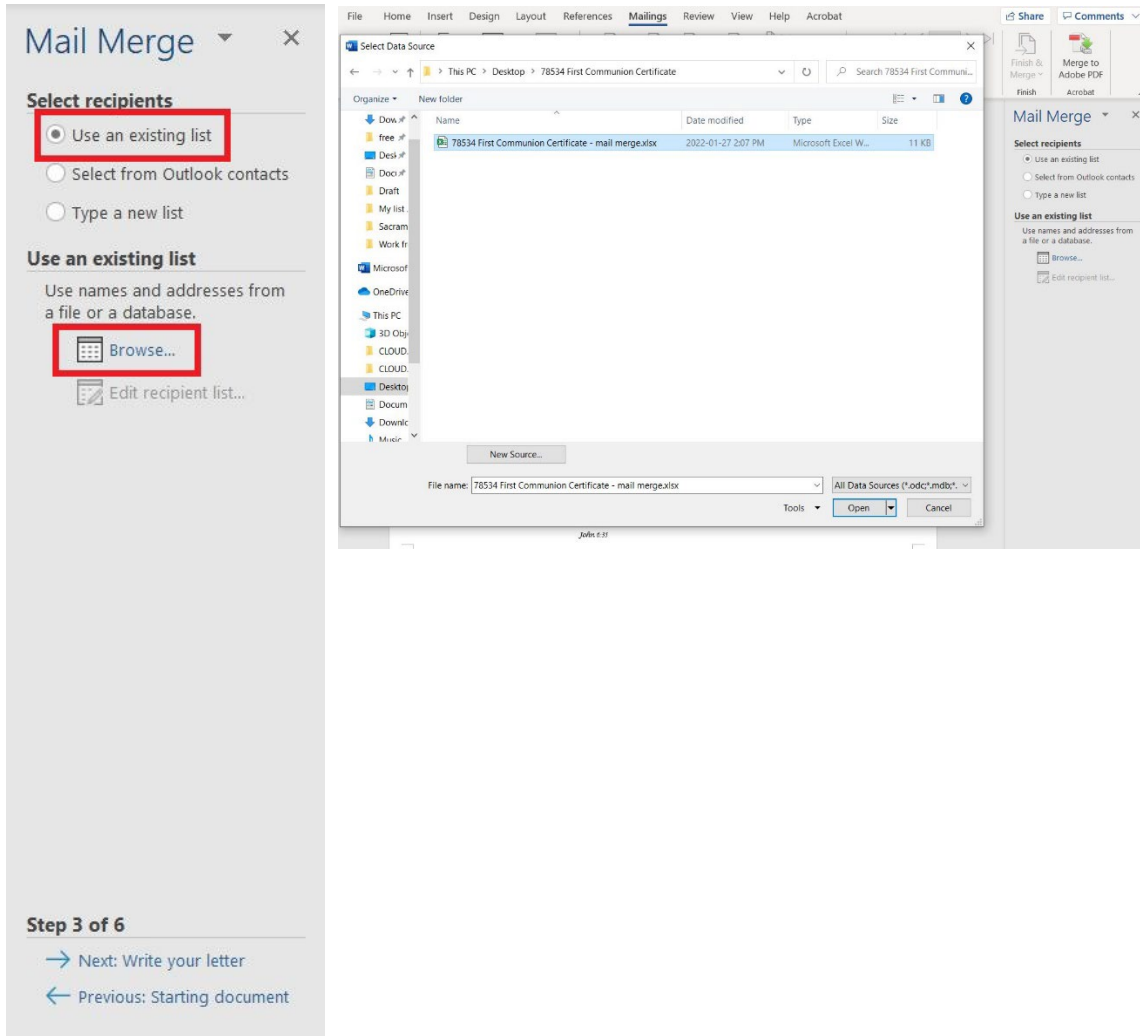
- The Mail Merge Wizard will appear on the right. Select **Letters** and then click **Next: Starting document**.
- Since the current document is a St. James certificate template, you can select **Use the current document** and then click **Next: Select recipients**.



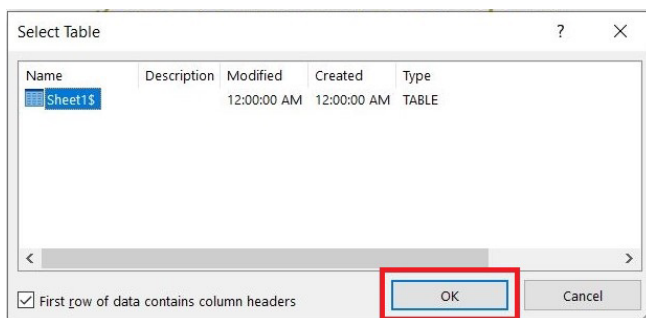
- Open the corresponding .xlsx file in Microsoft Excel and enter all the recipients' information. Save the file.

	A	B	C	D	E
	Full Name	Date	Parish Name, City, Province	Celebrant's Name	
1					
2	Mckenzie Potts	January 1 st , 2022	Holy Rosary, Toronto, Ontario	Garry Williamson	
3	Mary Cassidy	January 1 st , 2022	Holy Spirit, Scarborough, Ontario	Wilburn Jeffers	
4	Patricia Krueger	January 1 st , 2022	Our Lady of Good Counsel, Dufferin Grove, Ontario	Keith Chancellor	
5	William Benjamin	January 1 st , 2022	Our Lady of Perpetual Help, Toronto, Ontario	Romeo Glover	
6	Drake Newton	January 1 st , 2022	Our Lady of Sorrows, Etobicoke, Ontario	Nicholas Carson	
7	Zaniyah Donaldson	January 1 st , 2022	Annunciation of the Blessed Virgin Mary, Toronto, Ontario	Dominick Tanner	
8					
9					
10					

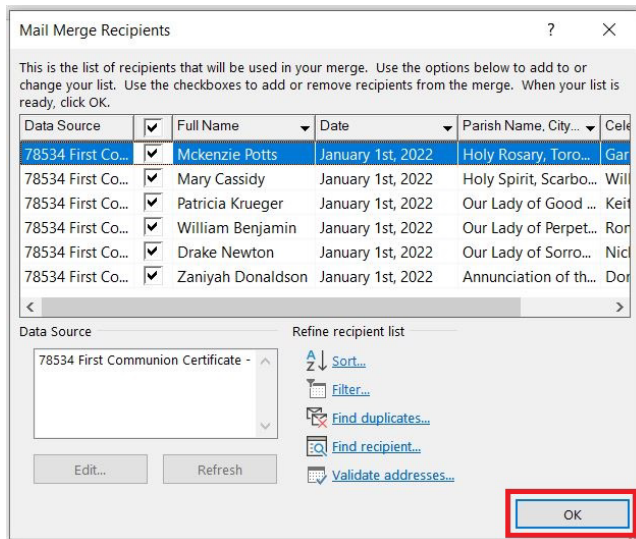
8. In Microsoft Word, select **Use an existing list**, click **Browse...**, select the corresponding .xlsx file and click **Open**.



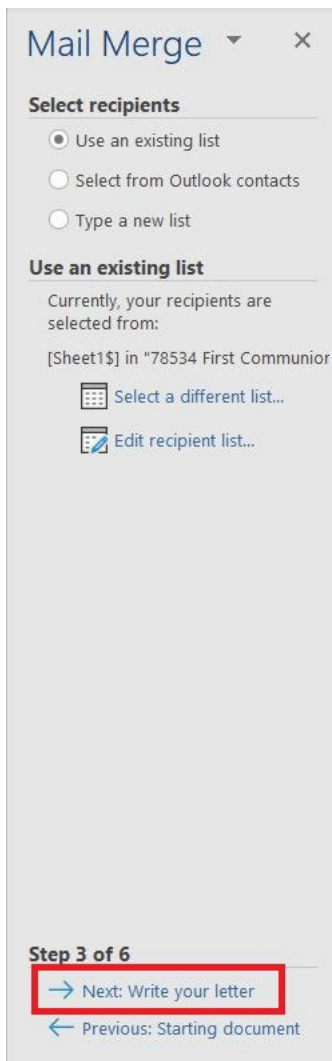
9. The Select Table window will appear. Select **Sheet1\$** and click **OK**.



10. The Mail Merge Recipients window will then appear. Click **OK**.



11. Click **Next: Write your letter** in the Mail Merge Wizard,



12. Click **Next: Preview your letters.**

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

- Address block...
- Greeting line...
- Electronic postage...
- More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

→ Next: Preview your letters

← Previous: Select recipients

13. You will see that the recipient information has been added to the template. Click >> to see all the certificates for your recipients. If everything is correct, click **Next: Complete the merge**.
14. Now your certificates are ready to print. We recommend that you test on used paper before printing on St. James certificates.

Mail Merge

Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

<< Recipient: 1 >>

Find a recipient...

Make changes

You can also change your recipient list:

Edit recipient list...

Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6

→ Next: Complete the merge

← Previous: Write your letter

Mail Merge

Complete the merge

Mail Merge is ready to produce your letters.

To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.

Merge

Print...

Edit individual letters...

Step 6 of 6

← Previous: Preview your letters