

INSTRUCTIONS FOR CERTIFICATE OVERPRINT TEMPLATE & MAIL MERGE

These instructions will guide you through how overprint using mail merge onto the Swim and Survive certificates.

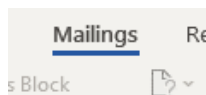


TIPS ON HOW TO MAXIMISE THE PRINTING OF YOUR CERTIFICATES.

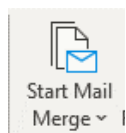
- Do a test print first
- Do a small print batch at a time
- Ensure the certificates are placed in the printer in the correct direction
- Separate the certificates before printing so they don't stick to each other when they go through the printer
- For Swim Star certificates change the settings on your printer to A5
- Print the certificates in Level batches.

The Certificate overprint template shows a background image of the certificate on screen. The background image you see on screen **will not print**. It is only a visual guide for the text placement of the overprint template.
(See the last page of this documentation for clarification)

1. Order your certificates from your Royal Life Saving State or Territory office.
2. Download and save the Mail Merge Excel Template and the Certificate Overprint Template you want to use for printing.
3. Open the Mail Merge Excel Template document and use this to list your students who are to receive a certificate. (Keep the column headings the same). Save the excel with a different name so you keep the original template for future use.
4. Load a test amount of certificates into your printer. You might like to do a test on a blank piece of paper first.
5. Open the Certificate Overprint Template word document you wish to use for your students.
6. Click "Mailings" tab at the top of the word ribbon.



7. Then click on "Start Mail Merge" button.

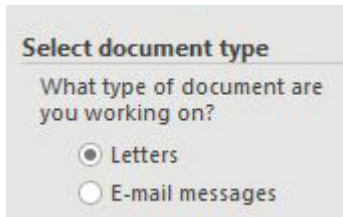


8. In the drop down of Start Mail Merge click "Step-by-step Merge Wizard".

9. The Mail Merge Wizard window will appear on the right side of your document.



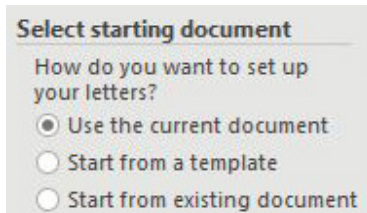
10. Ensure "Letters" is selected.



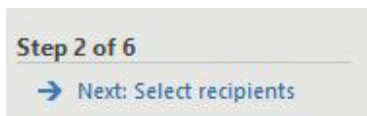
11. At the bottom of the Mail Merge Wizard Window click "Next: Starting document"



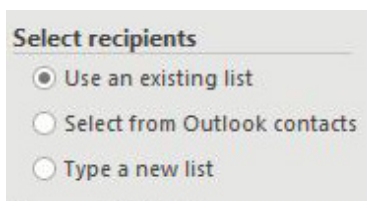
12. On the next panel ensure "Use the current document" is selected



13. At the bottom of the Mail Merge Wizard Window click "Next: Select recipients".

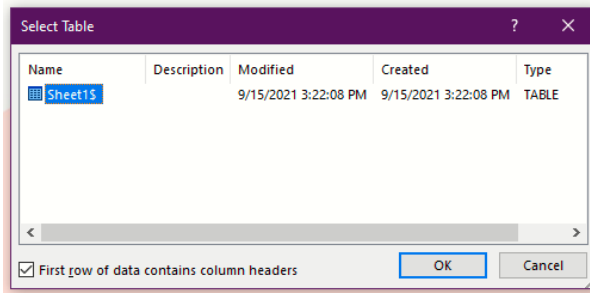


14. On the next panel ensure "Use an existing list" is selected.

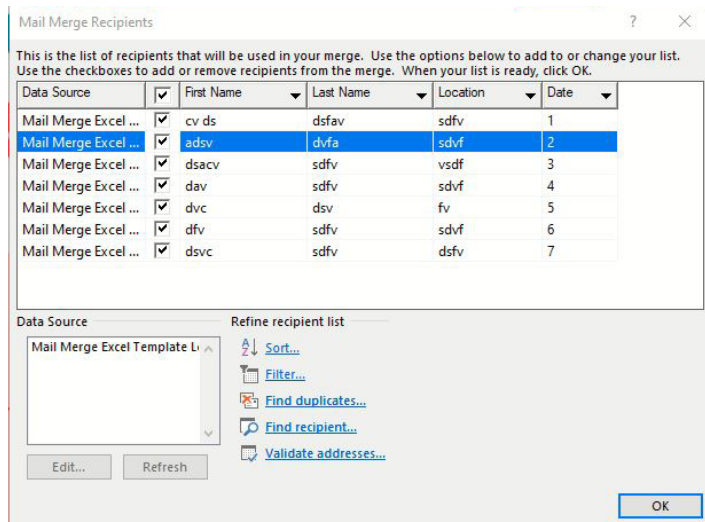


15. Under "Use an existing list" Click "Browse" to select your data source. Select the Mail Merge Excel Template which you listed your participants on earlier in these instructions. Click "open".

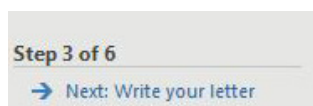
16. The 'Select Table' window will appear confirming if you wish to select the content from the 1st worksheet on the spreadsheet. Check the box "First row of data contains column headers" is ticked at the bottom of the window. Click "ok".



17. The Mail Merge Recipient Window will appear. If you wish to omit any of the recipients from the mail merge this can be done by unselecting the black ticks. Click "ok".



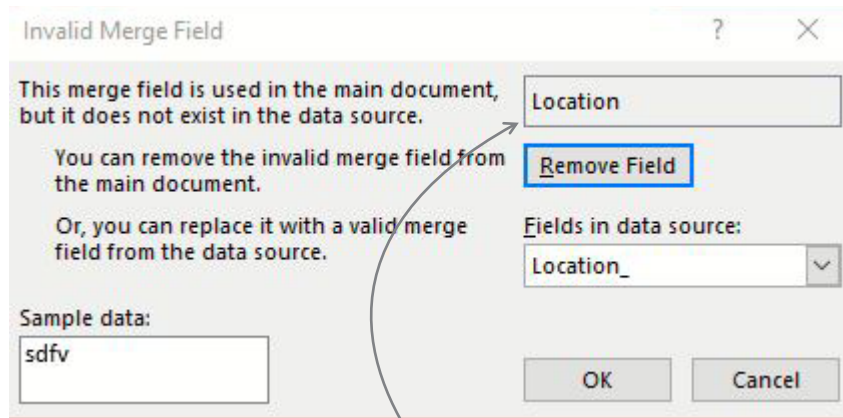
18. At the bottom of the Mail Merge Window click "Next: Write your letter". This step may move through to step 4 if you are already working with a template (as you are here).



19. At the bottom of the Mail Merge Window click "Next: Next Preview your letters".



20. No matter what order the columns are in the Mail Merge Excel Template and the Certificate Overprint Template may want to double check it is matching column for column. Therefore the Invalid Merge Field may pop up. If the feilds are not aligned this is where it can be done.



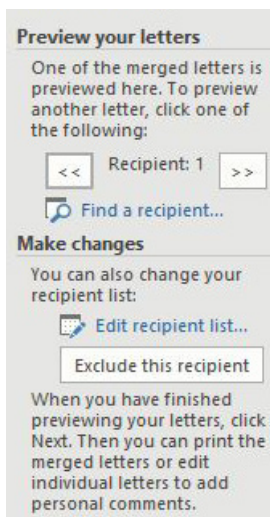
This is the text on the Certificate Overprint Template

This is the text on the Mail Merge Excel Template.
Both of these fields should have the same subject listed.

The sample data will display the first subject for that field from the Mail Merge Excel Template.

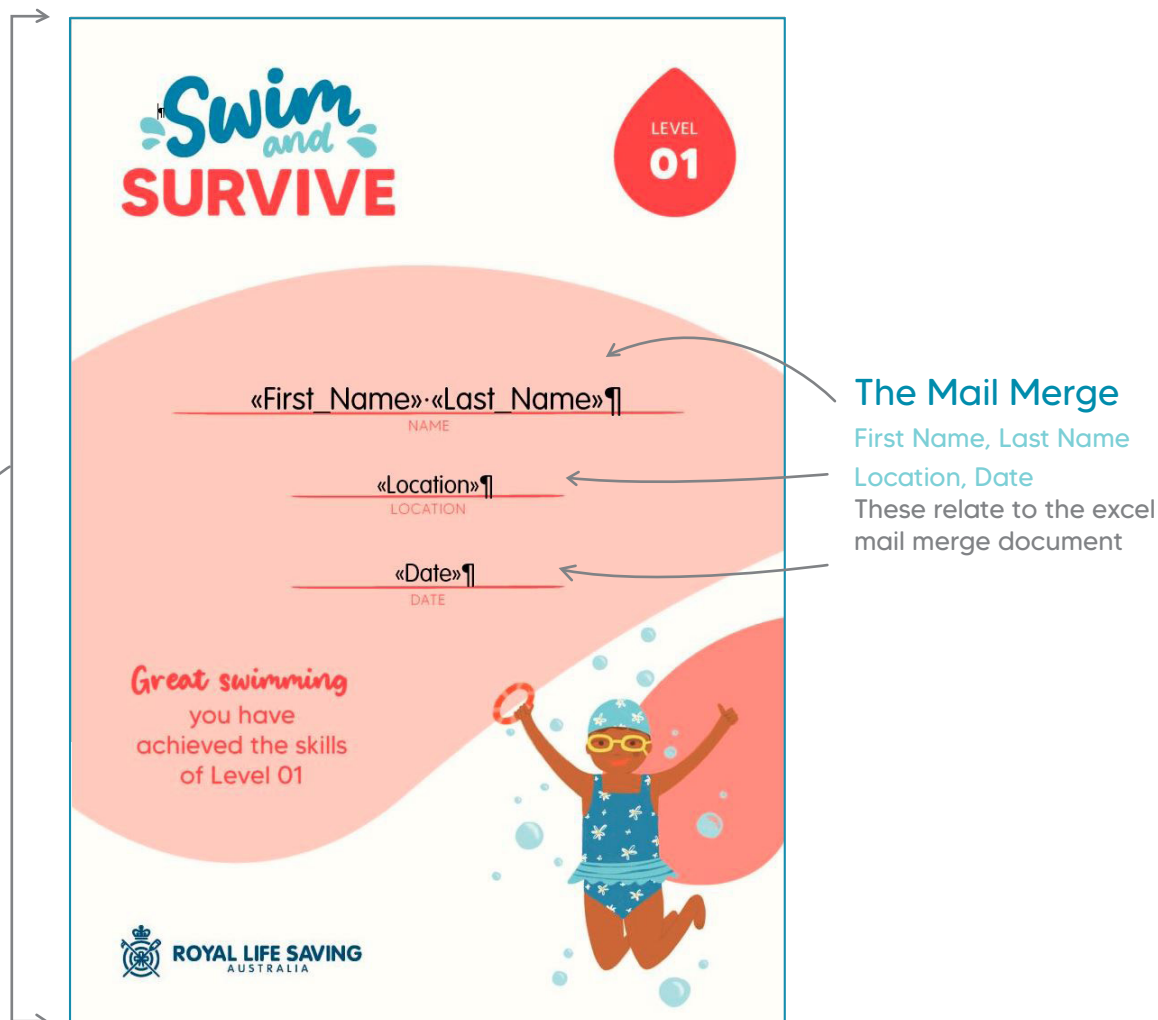
Click "ok" after checking and viewing every field.

21. The first certificate will appear on the screen with the associated First name, Last name, Location and Date. This should be the first row in your column from the Mail Merge Excel Template.
22. At the top of the Mail Merge Window you can preview each page by clicking on the forward and back buttons or you can exclude a recipient if you have forgotten to do this at an earlier step.



23. Once you have previewed each certificate save the document as something unique, if you haven't already. This will ensure you are not saving over the template you have downloaded.
24. At the bottom of the Mail Merge Window click "Next: Complete the merge".
25. In the next Mail Merge window click "print" and you will be able to begin printing onto your certificates.

EXAMPLE OF THE OVERPRINT CERTIFICATE TEMPLATE



The Mail Merge

First Name, Last Name

Location, Date

These relate to the excel mail merge document

The Certificate in the background

In each certificate overprint template there is a background image.
The background image you see on screen will not print.
It is only a visual guide for the text placement of the overprint template.

We have only used one level as the background image as the placement for wording (mail merge) is the same all certificates for Level 01 all the way up to Level 11. This is the same for the Little Wonders and Swim Star certificate templates.

Use the appropriate certificate template (e.g. Levels 01 to 11, Little Wonders or Swim Star) to print any level within that curriculum area.