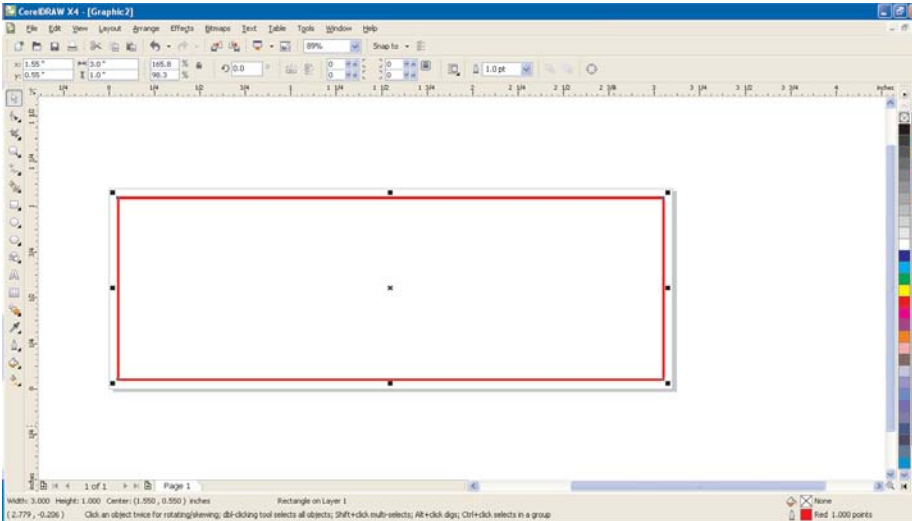


How to create multiple badges by merging a print file into Corel Draw X3 & X4

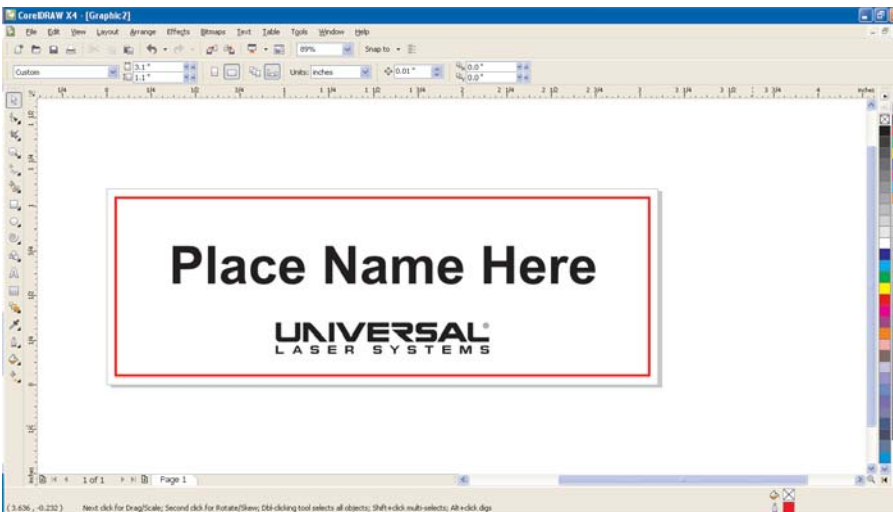
1. Create text or numbers in Microsoft Excel then save file as a Rich Text Format *.rtf, Text File *.txt, or a Comma separated File *.csv. **Make the first line if your text file a Name or date that you will not use because this will be used as the title and will not merge with the rest of the names or numbers.**
2. Create a job in Corel. We will use a 1"x3" (25.4mm X 76.2mm) badge for this example. Make your page size just larger then the single badge in the case the page size is 1.1" X 3.1" (27.94mm x 78.74mm) in size.

Example:



3. Do a complete layout as you normally would. Logo, name, title, etc.

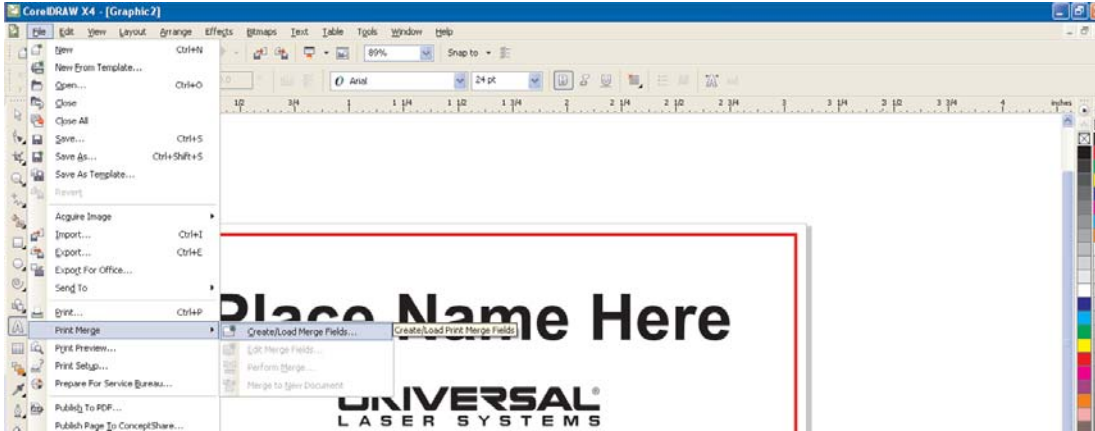
Example:



4. On the line where you will merge text, try to use the largest name from the file you will be importing or type a large amount of text that will simulate the name we have placed "Place Name Here". This will give you a good idea of what size of font to use for this job.

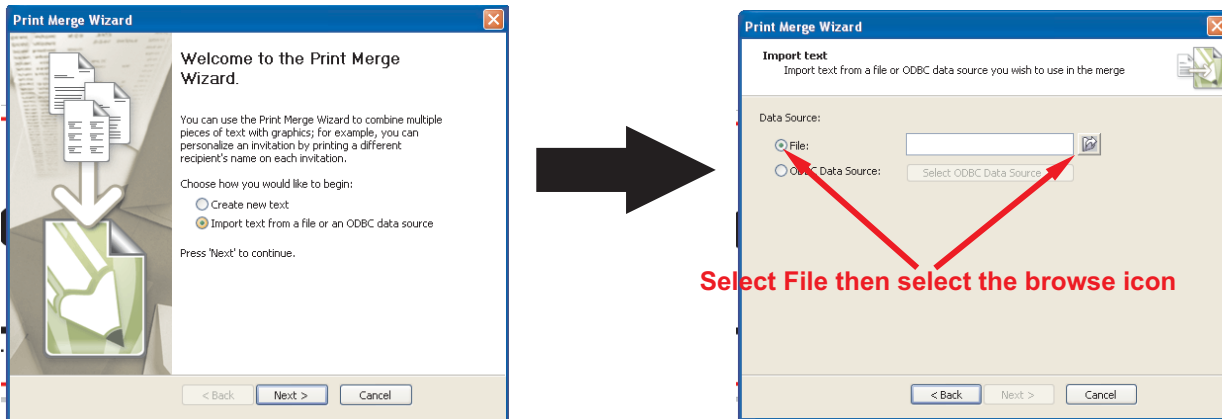
5. Go to file>print merge>create/load merge fields.

Example:



6. At this point, you can either create a database from scratch, or use an existing one. We will use an existing one, select "Import text from file or ODBC data source".

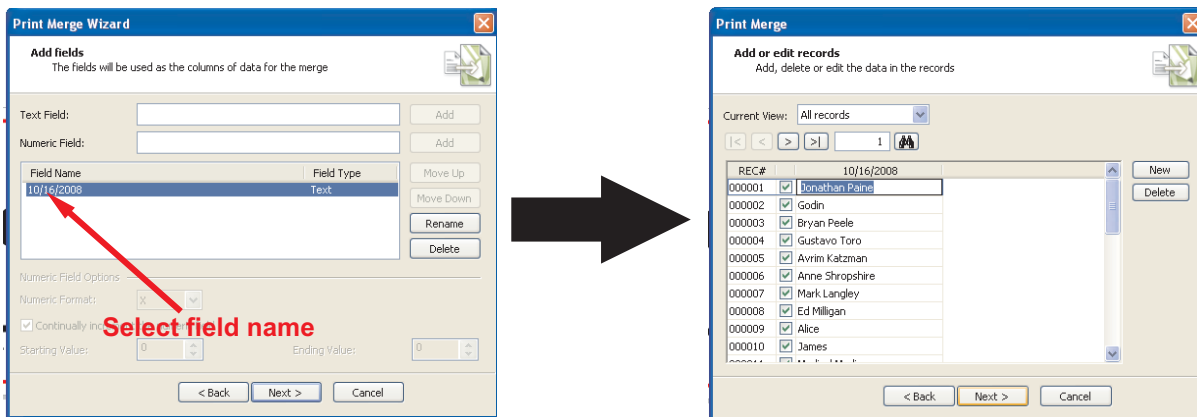
Example:



7. Select the file that you created in Microsoft Excel and then select "Next".

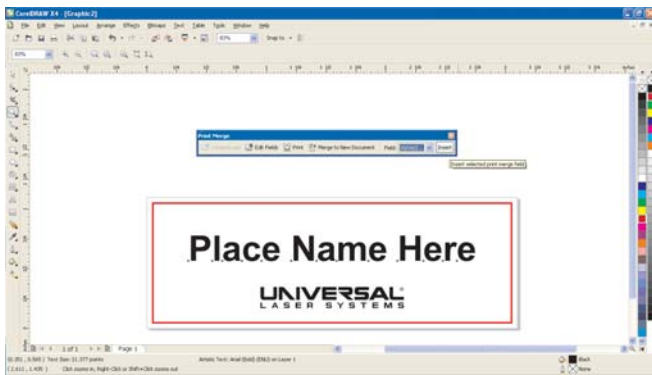
8. Select Field Name then select Next and your list will show up, select next again.

Example:



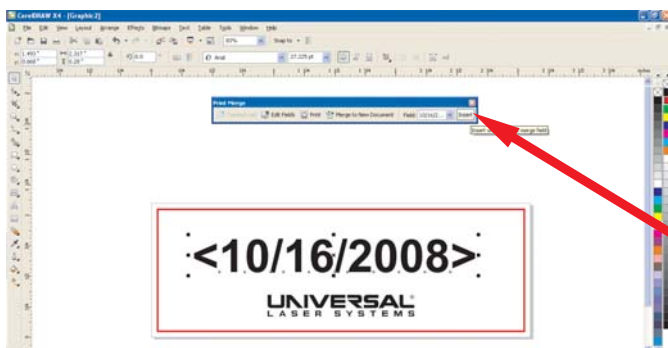
9. You will then be asked if you would like to save the merge file. You should save it in case you need to make changes or use these names for another file at a later time. Select Ok then a print merge menu will show up on your screen.

Example:



10. Insert selected print merge fields. Place it/them over the original text and remove originals. Make sure your text is center justified, the correct font and font size is selected.

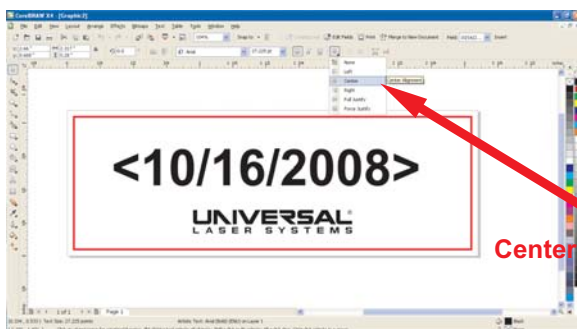
Example:



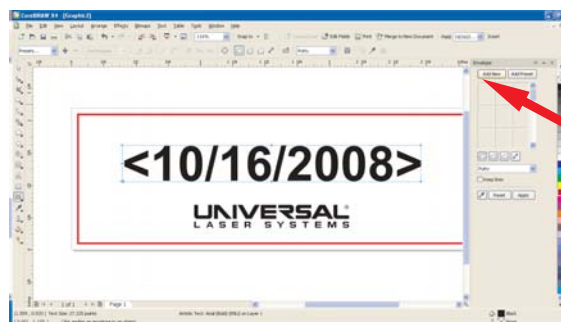
Select insert button and replace text with new text on screen

11. Select your merge field and center justify the merged text and create a new envelope around it by going to the drop down menu Effects/Envelope (Ctrl+F7) then select the merged text and select "Add New" on the envelope menu. This will constrain the text to that envelope, and not allow for merged text to exceed that size.

Examples:



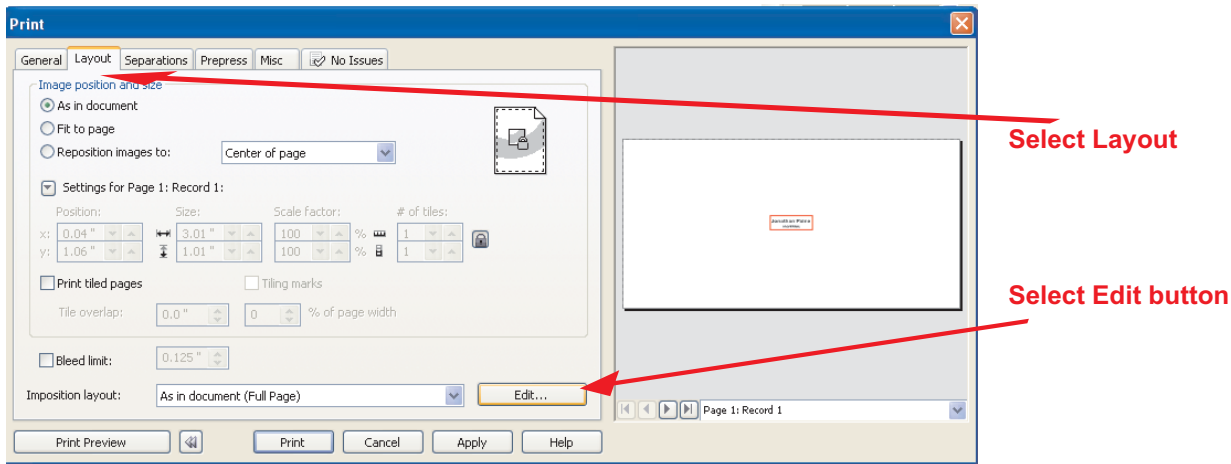
Center Text



Envelope Text

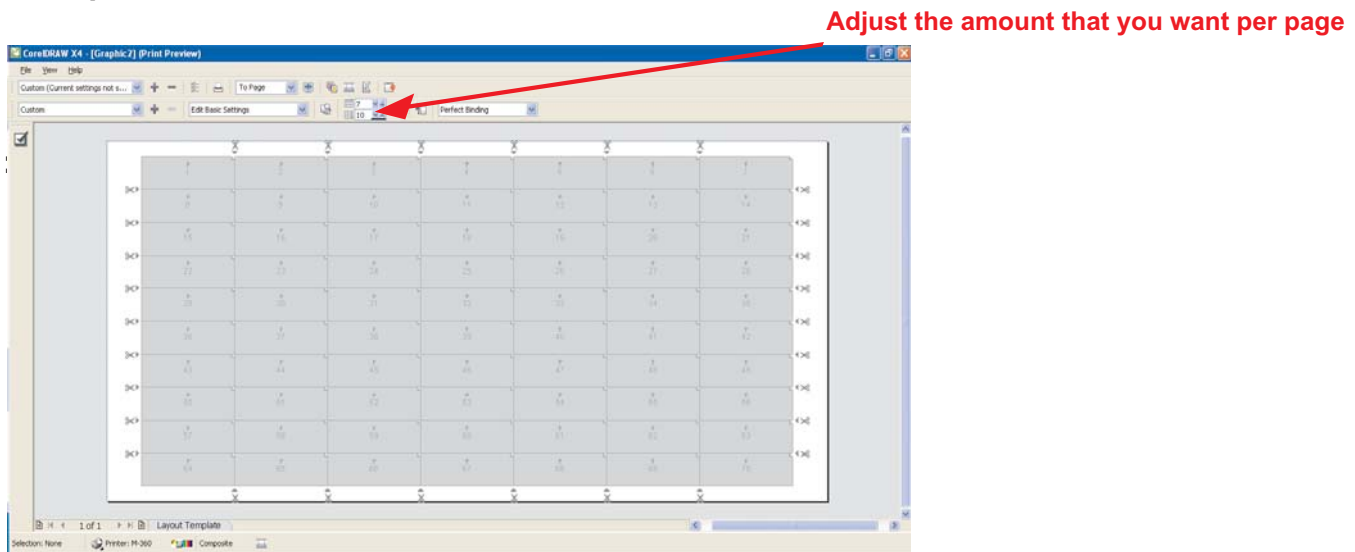
12. Go to “File” then “Print” and it will ask you if you want to perform merge. Make sure you choose the laser as your printer. Then choose the layout tab at the top of the page. You will see a box labeled "imposition layout" at the bottom of that page, choose the box next to it labeled “edit”.

Example:



13. You will see 2 fields labeled pages across and pages down. You can increase that number to select the layout you need to fit the names in your merge file then select the check box on the left when finished

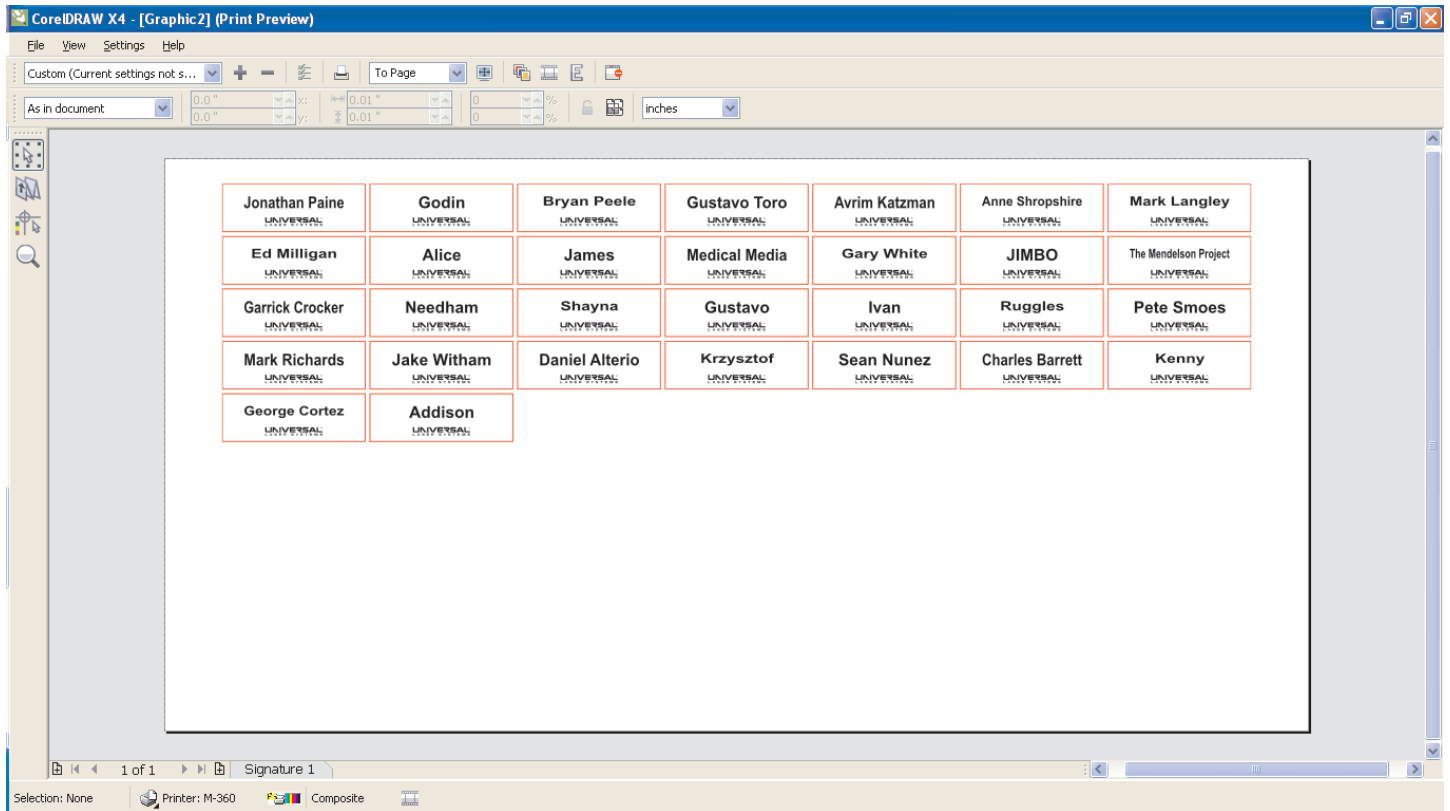
Example:



14. You can save this layout so that this step will not need to be repeated.

15. Select Print preview to review the file, depending on the amount of names will depend on how many show up make sure the box around the text is a red hairline if you want to be able to cut the file.

Example:



16. Then print to your laser, if there is more then one page then all pages will show up in the UCP and you can print them one page at a time.

For questions on this tip sheet please contact applications@ulsinc.com