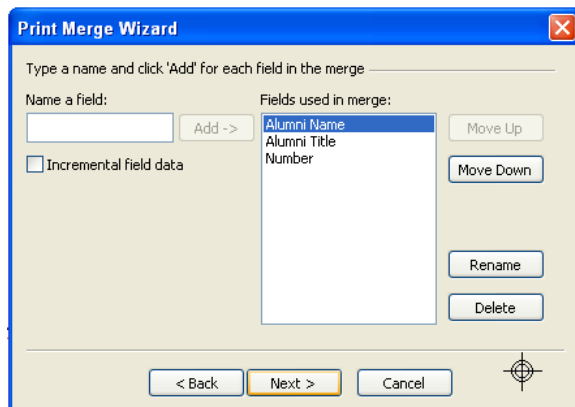




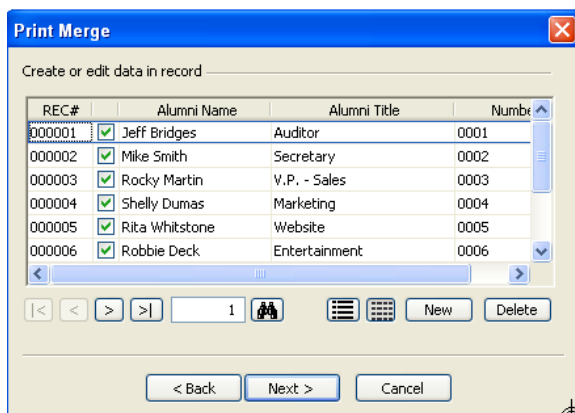
1. Create a job in Corel. We will use a 1"x3" badge for this example. On the line where you will merge text, try to use the largest name from the file you will be importing. This will give you a good idea of what size of font to use for this job. Make sure your text is center justified, the correct font and font size is selected. Create an outline on the box to be used for a cut line if you so desire.



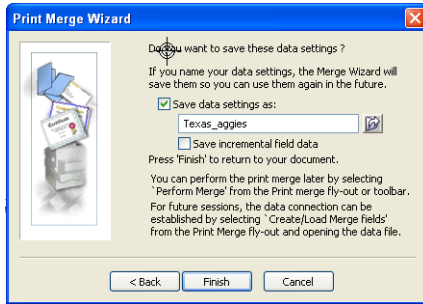
2. Go to **File : Print merge : Create/Load Merge Fields.**



3. At this point, you can either create a database from scratch, or use an existing one. We will create one from scratch. You will be asked to name your merge fields. (Name, title, etc). You can add auto incremental fields here as well. This could be used to increment serial numbers automatically if needed. *Be sure and click on **Incremental field data** if you are using this option.*



4. In the next **Print Merge** dialog, you can add all of your names. Your incremental data is automatically changed as shown in the screen view to the left;



5. 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.



Insert Selected Print Merge Fields.



6. Once your database is created, you will see the **Print Merge** dialog appear on your layout screen. You will need to insert selected print merge fields. Note: The insert **Selected Print Merge Fields** can sometimes be tricky. When pressed, it will insert the field name. It has to be deselected anytime you need to select text, on selected when inserting the merge field.



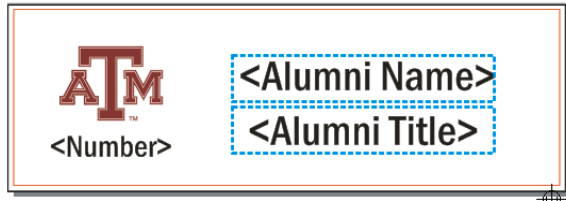
7. With the **Insert Selected Print Merge Fields** icon de-selected, high light your text. Click on **Selected Print Merge Fields**.



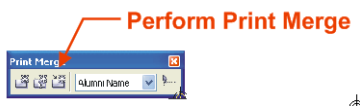
8. Your results are shown after you click on **Selected Print Merge Fields**.



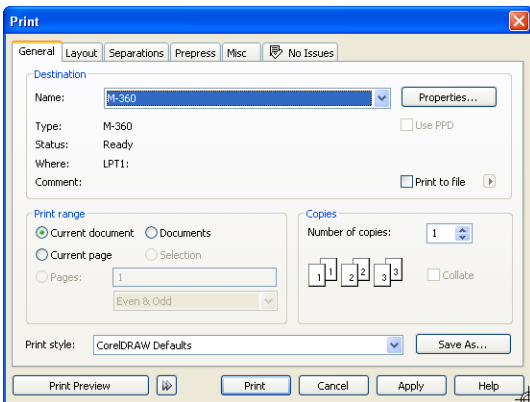
9. Select the other two fields (one at a time) and insert the Print Merge filed.



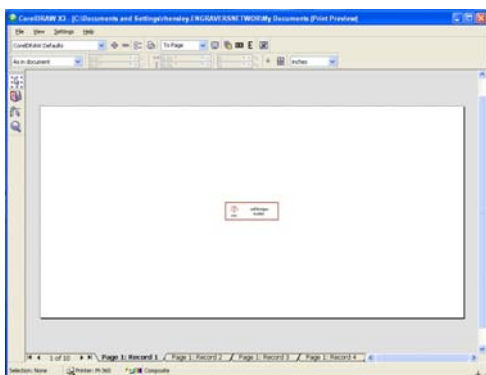
10. Select your merge field with the PICK TOOL and create a new envelope around it. This will constrain the text to that envelope, and not allow for merged text to exceed that size.
Make sure nothing is selected before proceeding



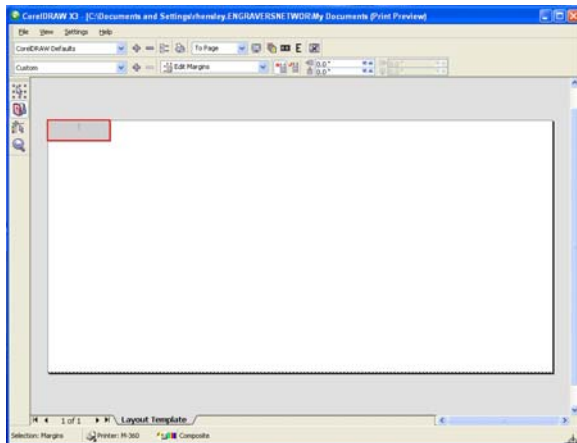
11. Click on the **Perform Print Merge** icon on the Print merge menu bar.



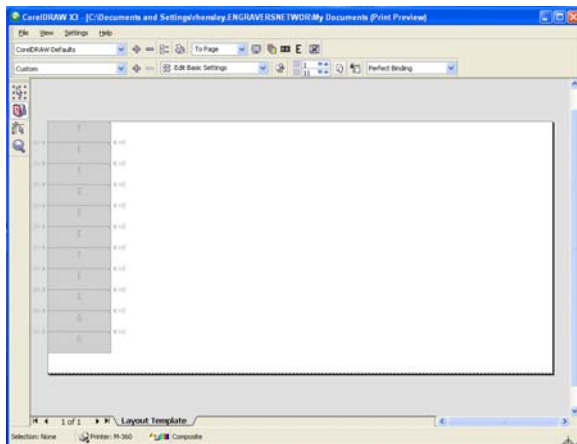
12. At the **Print dialog**, make sure you choose the laser as your printer. Then choose the **Print Preview** at the bottom of the dialog.



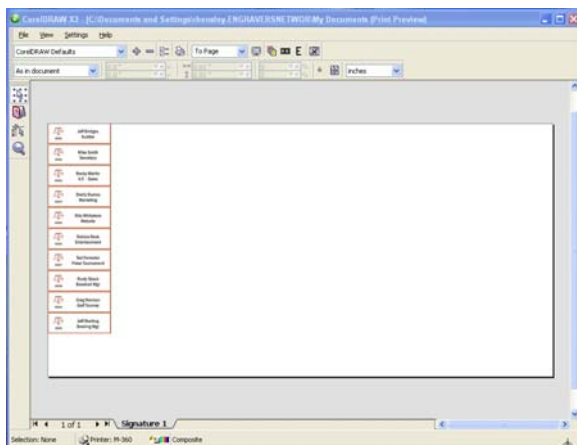
13. On the left Toolbar, Click on the **Imposition Layout Tool**. Then click on **What to Edit on the Properties Bar** (the default is *Edit Basic Settings*) and change to **Equal Margins**. The screen outline changes to a red border. Then click on the **Equal Margins** icon, the first icon just to the right of **Edit Margins**.



14. After clicking on the **Edit Margins** icon, your name tag moves to the upper left corner.



15. Then click on **What to Edit** and change to **Edit Basic Settings**.
On the **Bottom Pages Across/Down**, change to 11, the number of names in our merge fields.



16. Click on the **Pick Tool** in the imposition layout dialog. Your merge results are shown.
Note: Click on the **Close Print Preview**. Press Print at the Print Dialog.
Note: In earlier versions, if you click on the Print Icon inside the imposition layout, errors occurred