**Instructions for Badge Creation**

Each badge type (Actor, Controller, etc.) has a Microsoft Word template. Each Microsoft Word template has a corresponding Microsoft Excel file.

1. Copy all the files to a directory on your computer.
2. Open the appropriate Name Source File (Excel) and fill in the Drill name, the First Name and Last Name of each participant, and the Organization. Make a complete entry in each row; you can copy and paste the Drill Name and Organization in multiple rows. Do not change the heading titles in this document.
3. Save that file and close it. You may change the file name.
4. Doubleclick on the appropriate Drill Badge Template (Word) file to open it.
5. A screen will pop up warning that “Opening this document will run the following SQL command:” Select YES and navigate to the Excel file you filled out, then click “Open.”
6. Select the **Mailings** menu at the top of the screen.
7. Select **Start Mail Merge** from the top menu, then select **Step-by-Step Mail Merge Wizard** from the dropdown menu.
8. “Use an existing list” should already be selected. Go to the bottom of the right menu and select 🡪**Next: Arrange your labels**.
9. Go to the bottom of the next menu and select 🡪**Next: Preview your labels**. In the right menu, use the << and >> buttons to view all of your name badges if desired, but do not edit them here. Using the vertical scroll bar will only show you two pages of name badges at a time.
10. Go to the bottom of the next menu and select 🡪**Next: Complete the merge**. In the right menu, click on “**Edit individual labels.**” In the dialog box that appears, under “Merge records” select “All” if not already selected and click “OK” to generate the label file. **Save the file with a different name.** Scroll through this new Word file and review each name tag to make sure the information was inserted correctly and fits within the allotted space. You may need to edit individual name badges to accommodate long names, such as by truncating them or reducing the font size.
11. Print your name badges on Avery 3“x4“ name tag paper directly from the generated Word file. These files are set up to work with Avery 5392 Name Badge Insert Refills, which are 3“x4“ name tags that work with any style of badge holder.
12. When you close the Drill Badge Template file (in Word) you used to generate the labels, do **NOT** save your changes so that the file will be available to use in the same way for future drills.