How to create event badges

Using the event attendance report and the blank name badge stock you've purchased for your event:

1. In Word, click **Mailings > Start Mail Merge > Step-by-Step Mail Merge Wizard** to start the mail merge wizard.

2. Choose **Labels**, and then click **Next: Starting document**.

3. Choose **Label options**, select your label vendor and product number, and then click **OK**.

4. Click **Next: Select recipients**.

5. Click **Browse**, select your Excel mailing list, and then click **Open**.

6. Make sure the **First row of data contains column headers** box is selected and click **OK**.

7. Check your list. Drag the bottom right corner to make the dialog box bigger. Then click **OK**.

8. Click **Next: Arrange your labels**.

   - We suggest adding the HBA logo in this step

9. Insert merge fields (name, company, etc.) and click **OK**.

10. Click **Update all labels**.

11. Click **Next: Preview your labels**.

12. Click **Next: Complete the merge**.

13. Click **Print**, click **OK**, and click **OK** again.

For more information, please view this Microsoft article.