

# Printing PTA Membership Cards with individual Membership numbers using an Excel file (for Individual #'s) and MS Word (for card template)

Directions may vary depending on version of MS Word

1. **Make a couple copies** of your Membership Cards (8.5x11 sheet) to use as a TEST
2. Save the Word doc (*Membership Card Printing Template*) and Excel File (*Membership Card Numbers Merge*)
3. Open the EXCEL File. Numbers run 1-1,100. Delete the numbers you do not need and resave the file. Example: if you only have 400 cards to print you will want to delete 401-1,100. Some printers are defaulted to print “last to first” instead of “first to last” so resaving the file to your LU number should eliminate printing cards you don’t need.
4. Open the Word Doc
  - a. **Replace the “00000000”** Local Unit 8 digit number with your LU’s unique 8 digit Local Unit # (**on all 4 cards on the page**)
  - b. **Leave the – (dash)** and the **“Member” “Next Record”** merge commands (otherwise the merge will not work).
  - c. **Replace the “XYZ ES PTA”** with your Local Unit Name (**on all 4 cards on the page**)
  - d. **SAVE** the file (can rename the file if you choose)
5. With the file still open, Click on “Mailings” on the header bar (these steps may vary depending on your version of Word)
6. Click “Select Recipients”
7. Click “Use an Existing File”
8. Select the “Membership Card Numbers Merge” file that you saved previously
9. Click OK to select the table
10. Click Preview Results on the header bar. You should see 4 cards with your LU#, Individual Member # following the dash and your Local Unit Name.
11. Check for typos then print on the “test copy” of your membership cards to check alignment.
12. If satisfied, then you are ready to complete the merge. If you need to make an adjustment click “Preview results” again and go back to the original merge codes and text to make adjustments then resave file.
13. Select “Finish & Merge” on the header bar when you are ready to complete the merge.
14. Select “edit Individual” you should see cards 1-the last number you had on the excel file. Scroll to the end of the file to make sure the last page has 4 cards printing and no blanks. You may want to do one more “test print on a copy”. Once you are ready, load membership cards into printer and select print.

**PRINTING ADDITIONAL CARDS:** Couple of options for printing additional cards or printing at a later date. Save the Merged file (cards 1-?) is one option so you don’t have to merge again (use a different file name so you don’t replace the original files). Or you can merge the files again (because you saved your LU info) and start printing where you left off. Can also adjust the excel file by adding/deleting numbers before merging again.