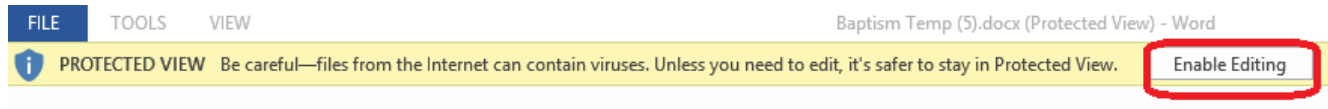


Steps to merge a list of Certificates

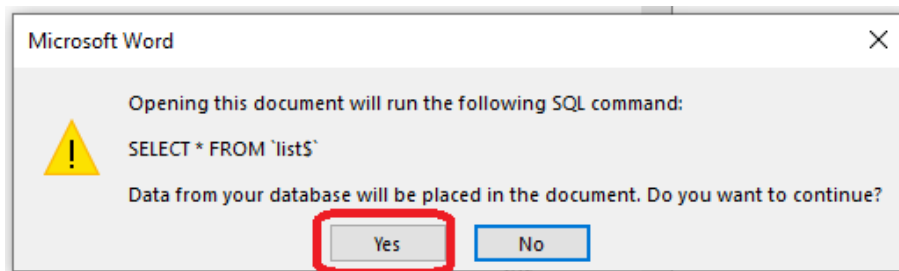
1. Click on the Data List and save to your desktop.
2. Open the 'Data List' File in Excel and insert the names and data you intend to print on the certificates.

| FirstName | LastName | BornOn | City | Province | Father | Mother | Date | ParishName | ParishCity | ParishProv | Godp1 | Godp2 | Celeb |
|-----------|------------|-----------------|-------------|----------|--------|----------|---------------|-------------------------------|------------|------------|---------------|------------------|-----------------|
| Marg | Allen | March 11, 2015 | Toronto | Ontario | Jim | Sue | March 26,2016 | St. Patrick's Catholic Church | Toronto | Ontario | Trevor Svarog | Adriana Richelle | Jessa Hibbert |
| Susan | Freeman | January 2, 2015 | mississauga | Ontario | Frank | Isebella | March 26,2016 | St. Patrick's Catholic Church | Toronto | Ontario | Parker Barlow | Malinda Tuft | Normina Peacock |
| Maggie | Astrauskas | May 26, 2015 | Brampton | Ontario | Bill | Sallie | March 26,2016 | St. Patrick's Catholic Church | Toronto | Ontario | Veva Jernigan | Suzu Abrahams | Monty Derby |

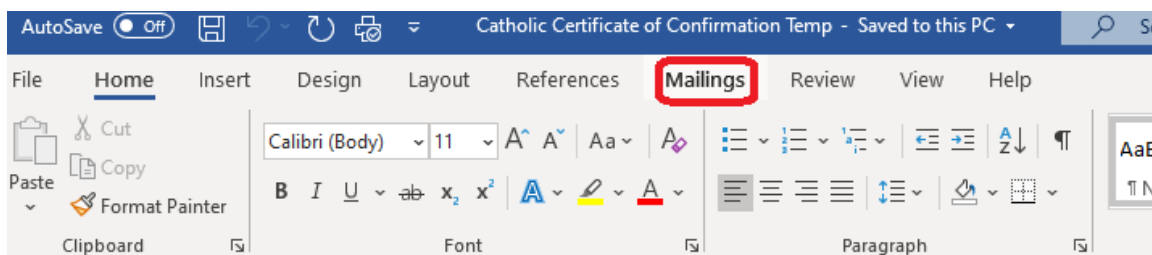
3. Save and close the Data List document.
4. Click on the Certificate of your choice and save it to your desktop
5. From your desktop, select and open the Word template for the type of Sacramental Certificate you saved.
6. Click on 'Enable editing'



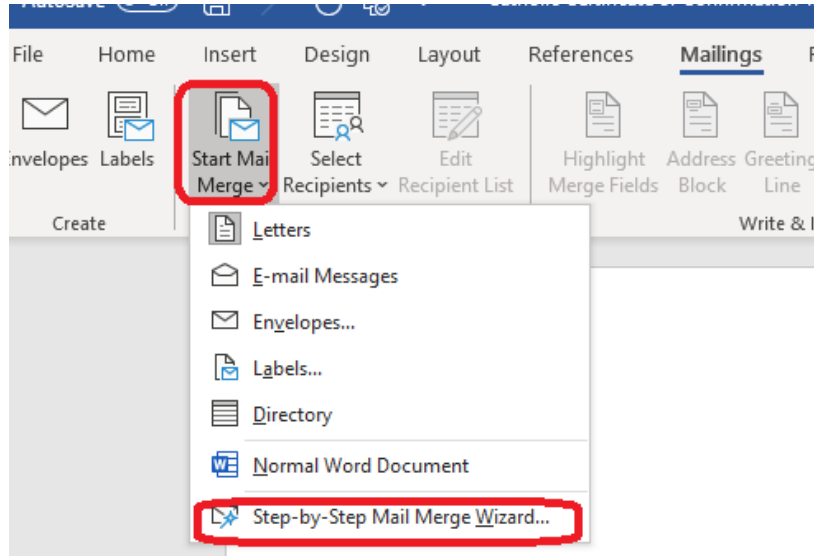
7. a) If the following window pops up, Click 'Yes' and then continue to Step 8 to Select your Data Source (List).



- b) If the above window DOES NOT appear, click on "Mailings",

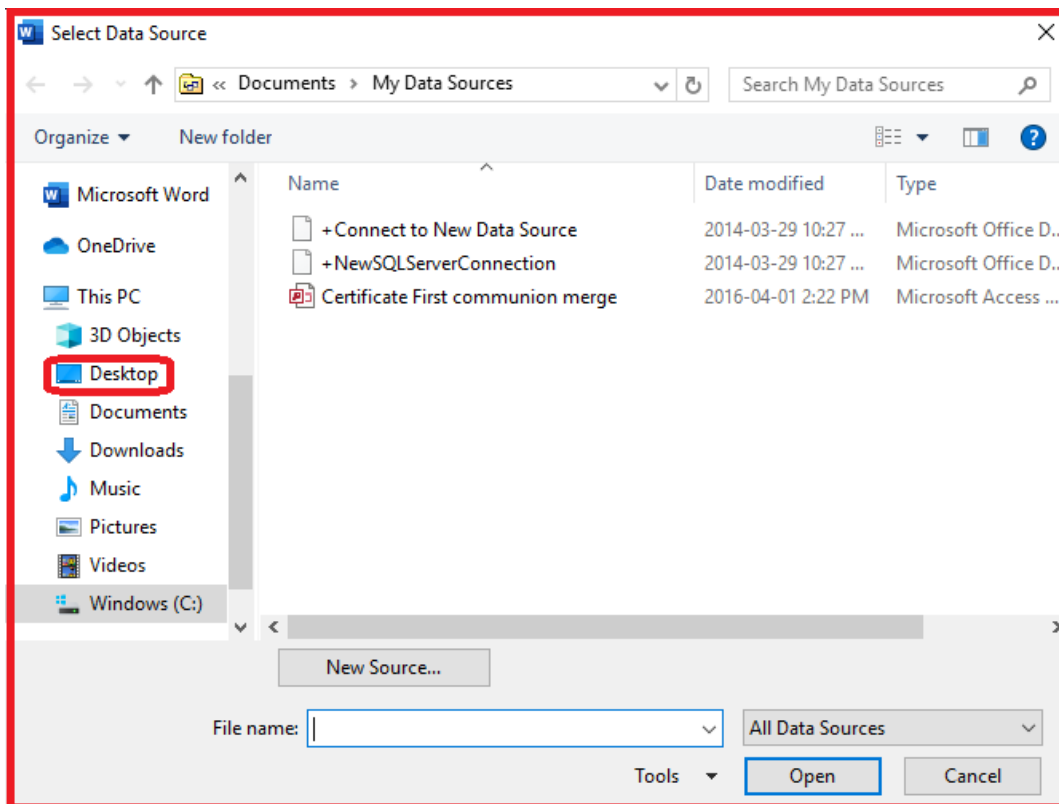


Then click “Start Mail Merge”, and “Step by Step Mail Merge Wizard”

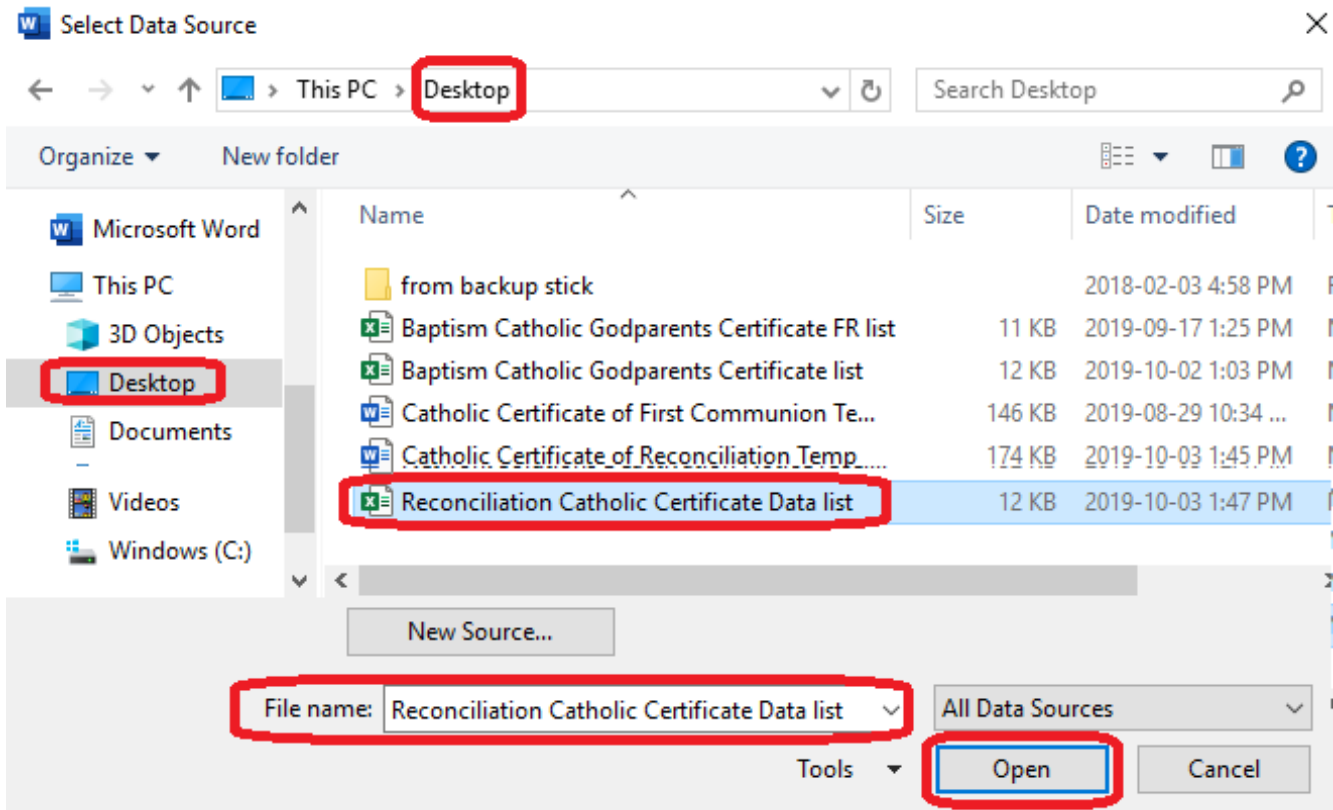


Then skip to Step # 11, 12 below.

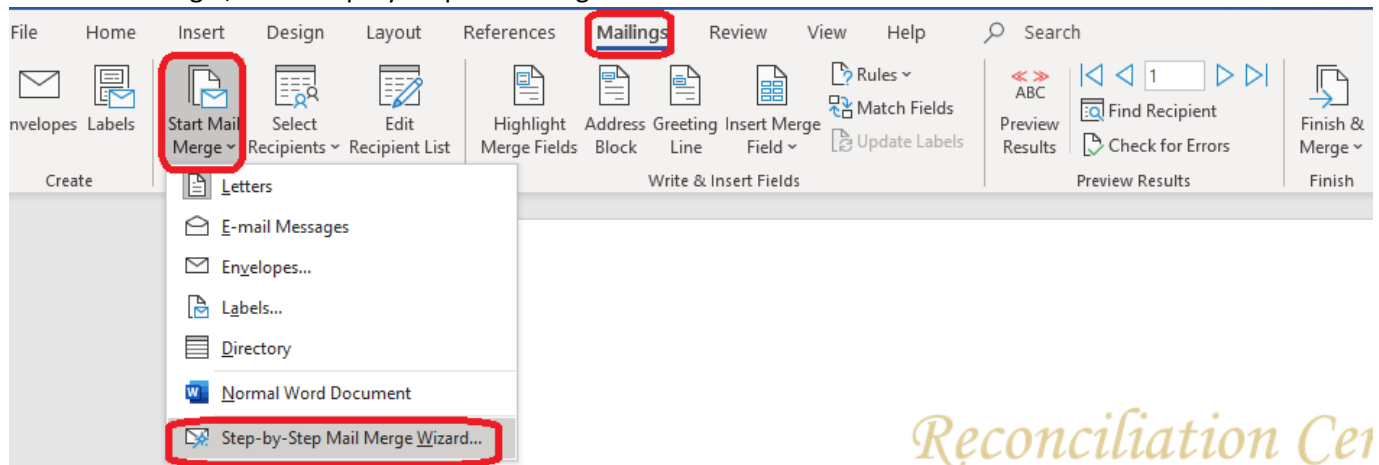
8. The following “Select Data Source” window will appear, from which you need select your ‘Desktop’ folder, then select the Data List file saved there.



9. Select and Open the appropriate data file. (the one you initially saved to your desktop)



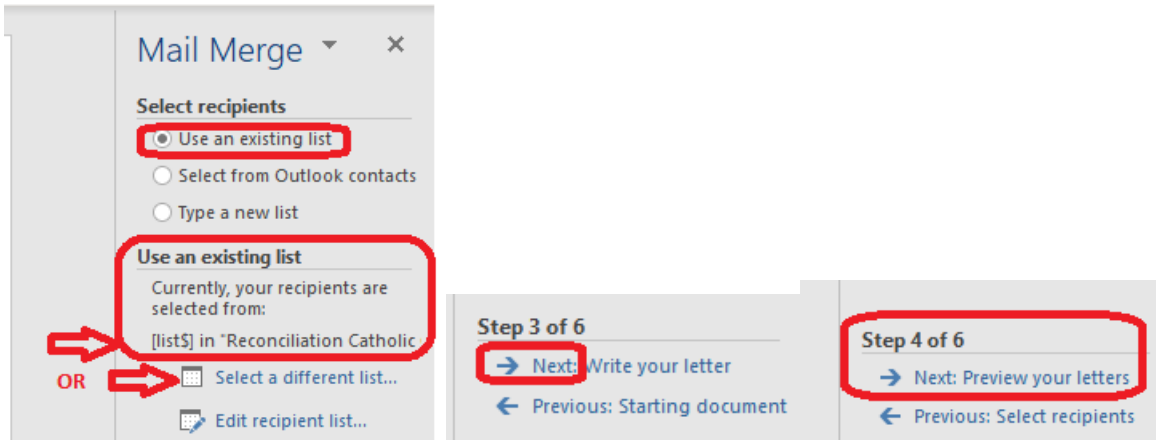
10. Your Certificate Template will automatically open now. Click on the 'Mailings' tab at top of screen; then click 'Start Mail Merge', then 'Step-by-step Mail Merge Wizard...'



Reconciliation Cer

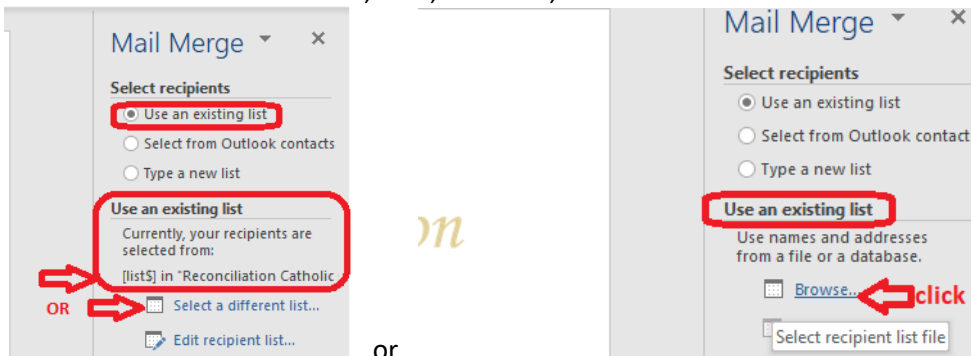
11. On the right side of the template, the following instructions will appear.

- a) If the Data List you previously filled in **DOES APPEAR** under “Use an existing list - Currently, your recipients are selected from: ...” then click on “Next”, at the bottom then, “Next”, again

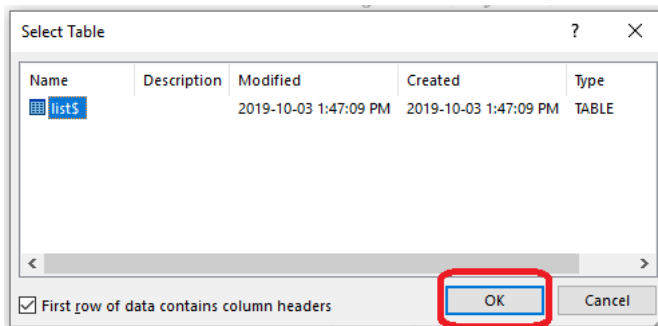


- b) If the Data List you previously filled in **DOES NOT APPEAR** under “Use an existing list - Currently, your recipients are selected from: ...[list\$] in...” (or you see an option to ‘Browse’ for an existing list,) then you will need to click on “Select a different list...” (or Browse) and the window will open for you to proceed to Select Data Source as in Points #8 and 9 above,

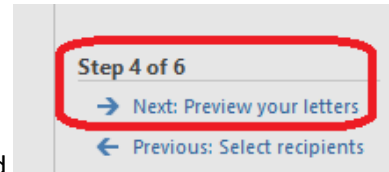
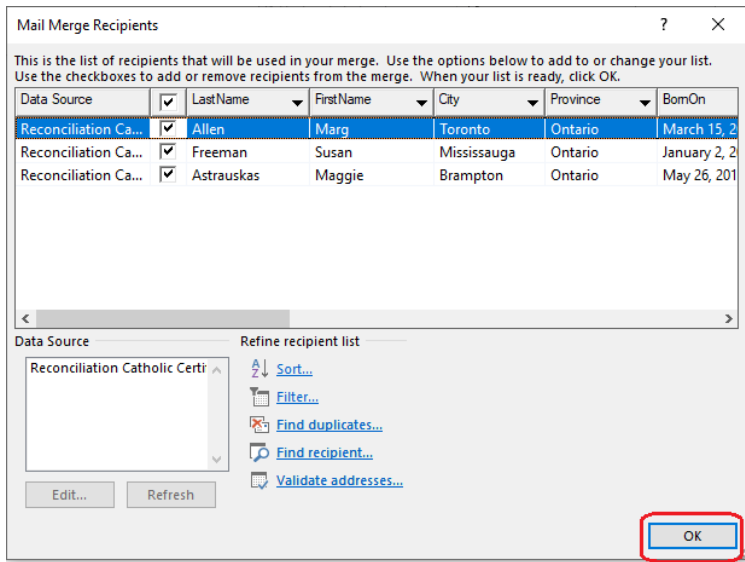
then click OK for ‘Select Table’, and , as below, and ‘Next: Preview’



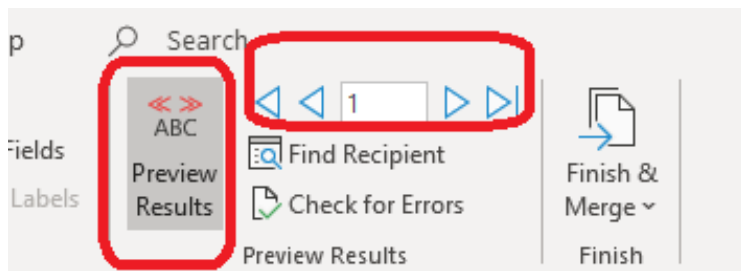
12. The following ‘Select Table’ window will appear. Click OK



And click ok again on the following ‘Mail Merge Recipients’ window as shown below.



13. When you Click the 'Preview your letters' tab, you will see the information that you had in your excel file displayed in the final look of the documents to be printed. Use the arrows to the right of 'Preview Results' as shown below, to select views of subsequent certificates in your list.



14. If you see a mistake, or need to make a change, you can correct the info before printing by clicking on the 'Edit Recipient List' on the right side of the screen.
15. Or if you want to print only certain names, use the checkboxes in the 'Edit Recipient List' tab to select only the names needed.
16. Print by using the 'Finish & Merge' tab at the top right of screen. (Be sure you print on plain paper first, and check to ensure that your foil stamped certificates are inserted in your printer correctly)
17. After printing, take your Church embossing seal and affix that seal over the hot stamped gold foil at the bottom right of each certificate.