

Creating TrigStar Participation Certificates

Files provided:

A. Certificate.docx

A *Word* document containing the certificate template. It has three data fields:

- Student
- Teacher
- Sponsor

B> Students.xlsx

An *Excel* spreadsheet with three columns which correspond to the data fields in the certificate template. These data field names are in the first row (*Student, Teacher, Sponsor*). The remaining rows are the actual student, teacher, and sponsor names which will be inserted into the certificates.

The spreadsheet information will be merged into the certificate template to create a new file of multiple individual certificates.

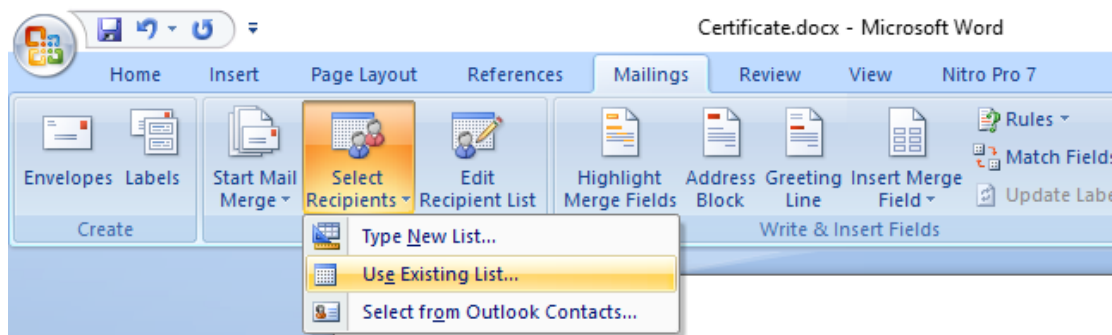
Process¹

A. Spreadsheet: *Students.xlsx*

1. Open the *Students.xlsx* file.
2. Enter the student, teacher, and sponsor names in the respective columns.
3. Save the spreadsheet under a new name (eg, *FlambeauHS.xlsx*).

B. Certificate Template: *Certificate.docx*

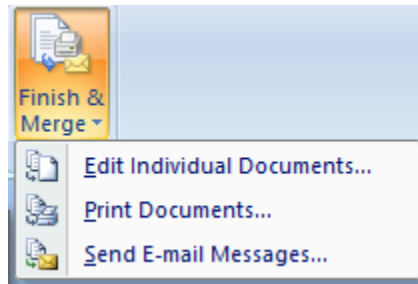
1. Open the *Certificate.docx* file.
2. Select **Mailings** on the top menu
3. On the *Start Mail Merge* panel, pick **Select Recipients | Use Existing List...**



4. Navigate to and select the student spreadsheet file.
5. The next dialog will ask you to select a page from the spreadsheet. Pick *Sheet1\$* and click **OK**. This links the data to the template but doesn't create the individual certificates yet.

¹ These instructions are for Office 2007 but should be similar for other versions.

6. On the *Finish* panel select **Finish and Merge | Edit Individual Documents...**



7. In the *Merge to New Document?* dialog box, select **All** and **OK**.

8. A new file will be generated with each page being a certificate with the Student, Teacher, and Sponsor names filled in. The number of pages corresponds to the number of students in the spreadsheet file.

9. Save the new file of certificates under a new name (eg, *FlambeuaHS.docx*).

10. Print the file on certificate forms which are available at office supply stores. The certificate template uses 1-1/2 inch margins on all four sides.

Modifying the Certificate template

The Certificate template can be modified as needed. If you do so, be sure to retain a copy of the original template. Modify the template *before* you link and insert the spreadsheet data.

You can change the font style and size. Be careful changing sizes to prevent certificates overlapping pages.

The year designation on the TrigStar logo is a text box allowing it to be modified for certificate use in subsequent years.

The right side of the certificate has a WSLS logo. If desired, you can insert a Chapter logo below the WSLS logo (some image movement may be needed). The nominal logo size should be 1-1/2" by 1-1/2".

Student data

If you need certificates for multiple schools, it's best to use a single spreadsheet with different schools on different pages. Change the page name to be same as the school's.

Be sure the top entry in the first three columns are the words "Student", "Teacher", and "Sponsor". These tell the software which data column belongs to which certificate field.