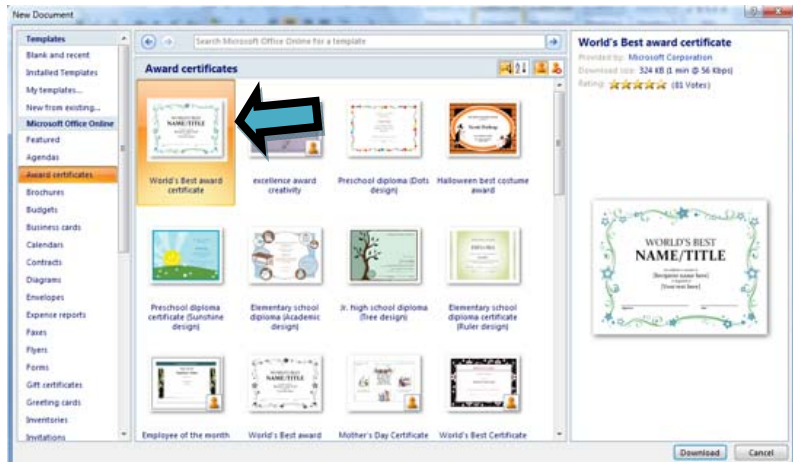


# CREATING CERTIFICATES

1. Begin by opening a new document.  
Select Microsoft Office Online>  
Desired Certificate
2. Click Download



3. The Certificate opens

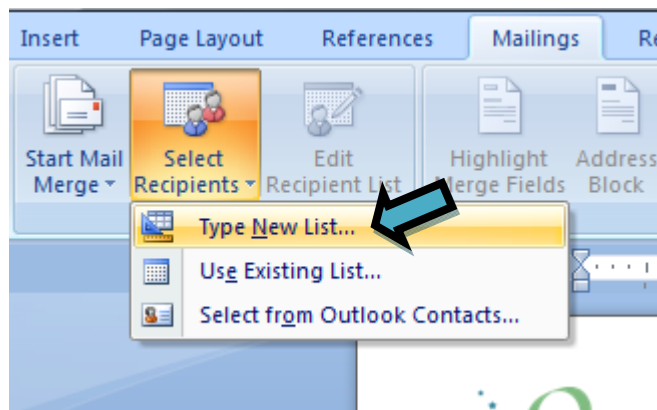


4. Customize the text of the certificate.
5. Enter the student name for Recipient and Print Document

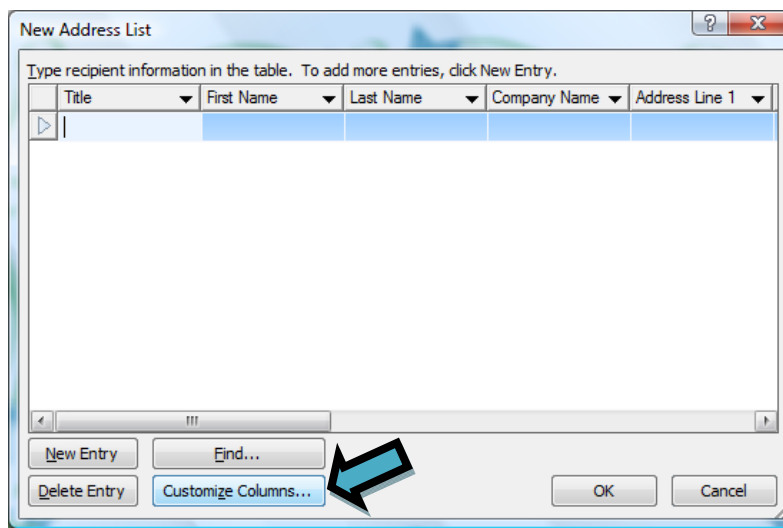
OR



6. Click the Mailings tab, click Select Recipients
7. Select Recipients by
  - a. Creating a new list
  - b. Using an existing List
8. Select Type New List

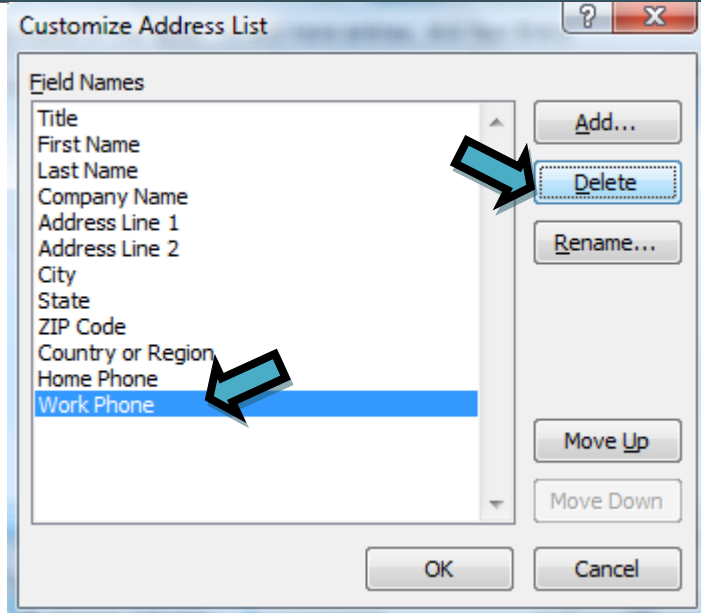


9. You may customize the Columns to fit your certificate.



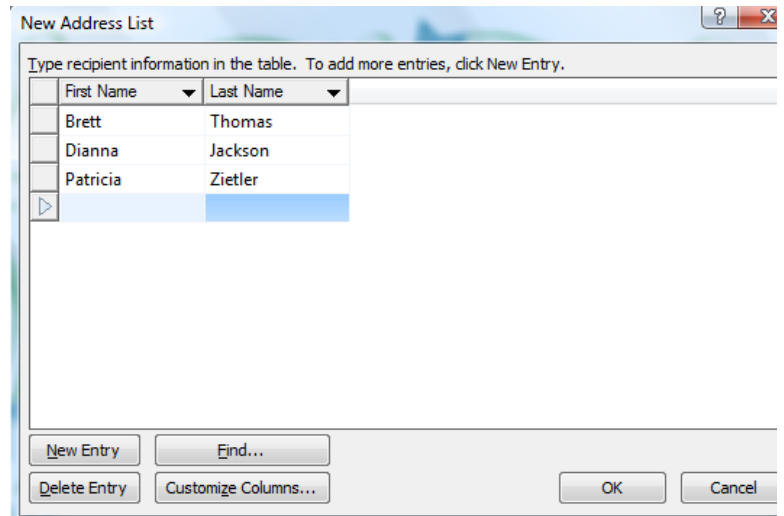
10. Click Customize Columns

11. Delete the unused columns by highlighting and clicking Delete.



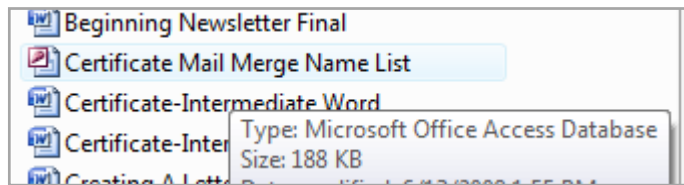
12. Enter all names and click OK

a. You will be asked to save the list.



13. If you have a class list you may use that rather than creating a new one.

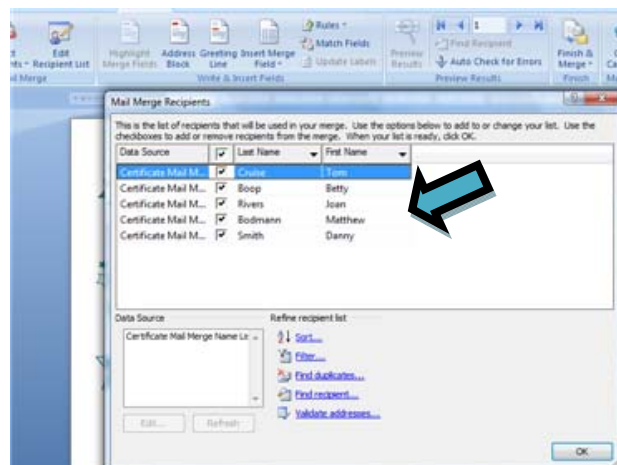
14. Click Use Existing List



15. Navigate to where the list is saved and open the list.

16. Click Edit Recipient List.

17. Check or uncheck the appropriate names for the certificate. The names with the check will print.

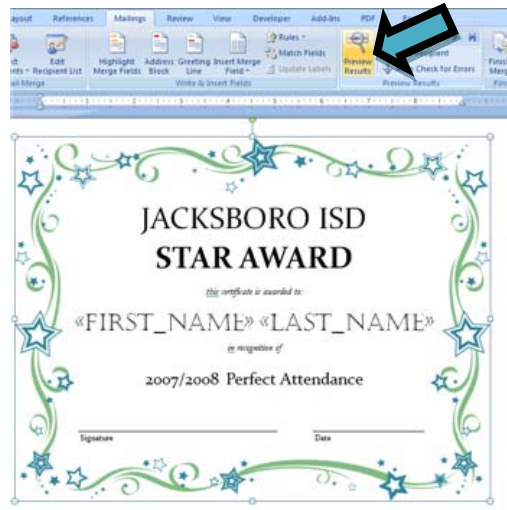


18. Place cursor where you want the names inserted.

- Click on the Mailings Tab
- Click Insert Merge Field
- Select Fields to Insert
- Be sure to put a space between words.



18. To view the documents click Preview Results on the Mailings Table



19. Click Office Button>Print>All



20. You may also use the Mail Merge Wizard to create the merge.

21. Click Start Mail Merge on the Mailings Tab.

- a. Step by Step mail Merge Wizard
- b. Follow the prompts for creating the merge.

