How-To Create Student ID Cards

What you need: Microsoft Office (Word and Excel)

1. Create an Excel spreadsheet with the following columns:
   First Name, Last Name, Library Card #, PIN #
2. Open Microsoft Word, click Mailings > Start Mail Merge > Labels
3. Label vendors (we use Avery US Letter), Product # 5263 2" x 4" labels > OK
   We chose this because it produces a 2" x 4" business card sized document. If you prefer another size, you can choose another label vendor or product number.
4. Click Start Mail Merge > Step by Step Mail Merge Wizard

There are 6 steps in the Mail Merge process.

1. Keep Wizard on 'Labels'> click Next: Starting Document
2. Choose 'Use current document' > Click Next: Select recipients
3. Select 'Use an existing list' > Click Browse. Navigate to desired Excel document. > OK > OK > Click Next: Arrange your labels
4. a) Select 'More items'. > You will see the list of column headings (First name, last name, Library Card #, PIN #.) Click each field and choose insert until all 4 are added to the document. > Close
   b) At this time you can change the font, spacing, font size and more. You can also add a school logo, your OverDrive URL and additional design changes (for example, some schools change the background color.)

   We recommend a layout similar to the pattern below:
   > First Name(space)Last Name
   > [School logo]
   > Library Card #:
   > PIN #
   > [School's OverDrive URL]

   c) Once you are happy with the layout of the first card, select 'Update all labels' to copy the formatting to the rest of the document.
5. Next: Preview your labels > Next: Complete the merge
6. Click **Print** or **Edit individual labels** – whichever you prefer
   a. **Print** - *should print directly to your printer*
   b. **Edit individual labels** - *will save your mail merge to a new Word document*

Example

Jane Doe

Library Card: 1234

PIN: 1234

http://ehslib.lib.overdrive.com

Hermione Granger

Library Card: 9876

PIN: 5432

http://ehslib.lib.overdrive.com