MINNESOTA STATE HIGH SCHOOL LEAGUE

Printing MSHSL Section State Music Certificates

Recommended Paper:

- 80 lb cardstock
- White color

Font used on certificates: Times New Roman

Step 1: Prepare the Data

Prepare the Excel file: MUSIC CERTIFICATE DATA TEMPLATE (See SAMPLE CERTIFICATE DATA)

The Template requires 2 columns of data:

1. Participants' First and Last Name (in a single cell)
    a. Participants include all of those on the state tournament squad including student participants, managers, and coaches.
2. The word EXCELLENT or SUPERIOR (in all capital letters)
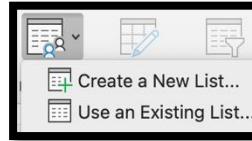
Save the CERTIFICATE DATA TEMPLATE

Step 2:Merge the Prepared Data into the Certificate Template

1. Open the Word Document: MSHSL Music Certificate Template

2. Connect the Certificate Template to the Data:

    a. From Mailings on the Ribbon:
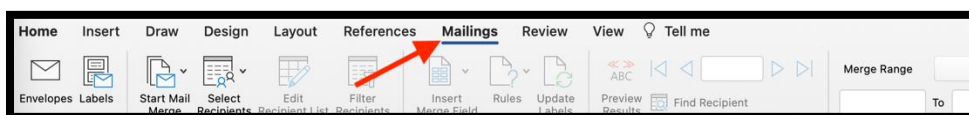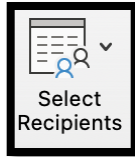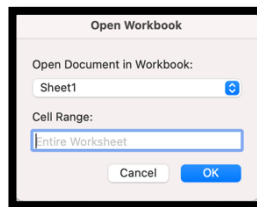
  i. Select Recipients

  ii. Chose: Use an Existing List

  iii. Find and open the saved MUSIC CERTIFICATE DATA TEMPLATE you created in Step 1

  iv. May receive a warning—accept

  v. Open Workbook-->OK
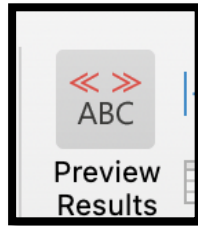

3. Insert the Merge Fields:

  a. Click blank space/line above ***has been awarded***

   i. Insert a Merge Field

   ii. Select field: Participant Name

  b. Click blank space/line between ***has been awarded*** and ***State-Section Music Contest-Festival***

   i. Insert a Merge Field

   ii. Select Field: Award
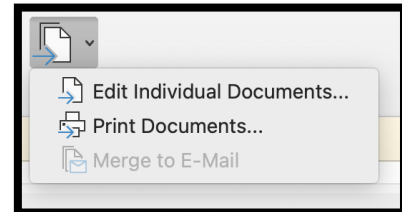

  Word Template will look like this with the merge fields visible.

4. Merge the Data:

   a. Preview Results

   b. Finish and Merge—Edit Individual Documents
   c. Will Create a file with all of your certificates.

Step 3:Print the Certificates

Using the file you just created, print your certificates.