MINNESOTA STATE HIGH SCHOOL LEAGUE

Printing MSHSL Section Visual Arts Certificates

Recommended Paper:

- 80 lb cardstock
- White color

Font used on certificates: Times New Roman

Step 1: Prepare the Data

Prepare the Excel file: VISUAL ARTS 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 section tournament official squad including studentparticipants, managers, and coaches.
2. The word EXCELLENT or SUPERIOR (in all capital letters)
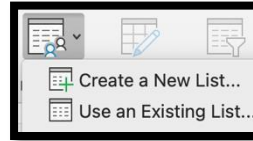
Save the CERTIFICATE DATA TEMPLATE

Step 2:Merge the Prepared Data into the Certificate Template

1. Open the Word Document: MSHSL Visual Arts Certificate Template

2. Connect the Certificate Template to the Data:
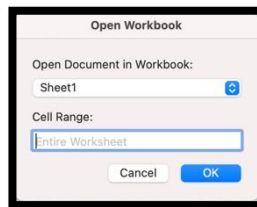
   a. From Mailings on the Ribbon:
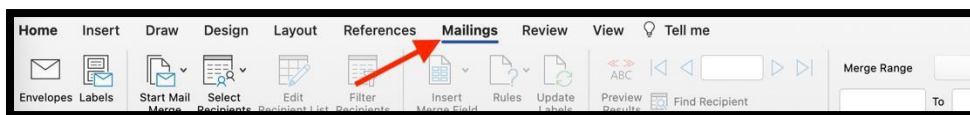
i. Select Recipients

ii. Chose: Use an Existing List

iii. Find and open the saved VISUAL ARTS CERTIFICATE DATA TEMPLATE youcreated 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 *Section Visual Arts Contest-Festival*
      i. Insert a Merge Field
      ii. Select Field: Award

   Word Template will look like this with the merge fields visible.
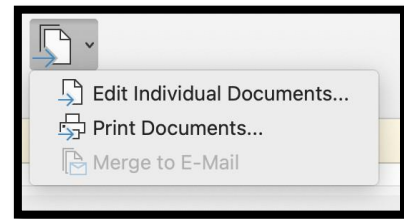
4. Merge the Data:

    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.