

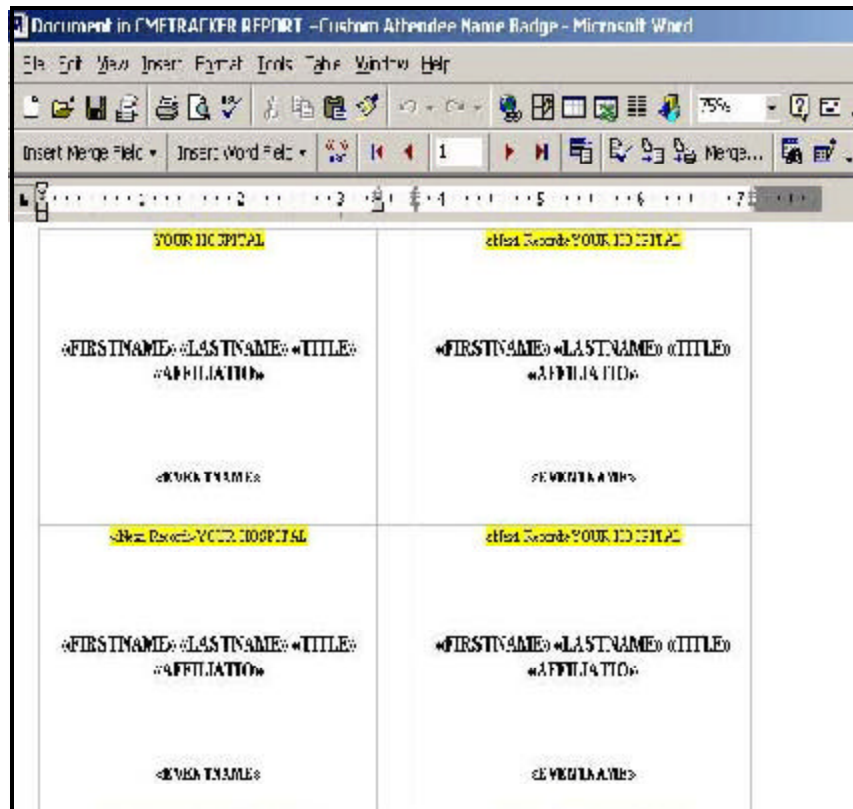
CME TRACKER™ 2000+ "Customizing Name Badges" Tutorial

Where to Begin:

You have just registered attendees for your event and would like to print name badges customized for your institution.

To add or delete information on your name badge:

From the *Register Report Listing* screen, highlight "+Custom Attendee Name Badge" and press the button for your word processing program (**MS Word**). It will take you to a merge document with a typical selection of merge fields inserted for you.

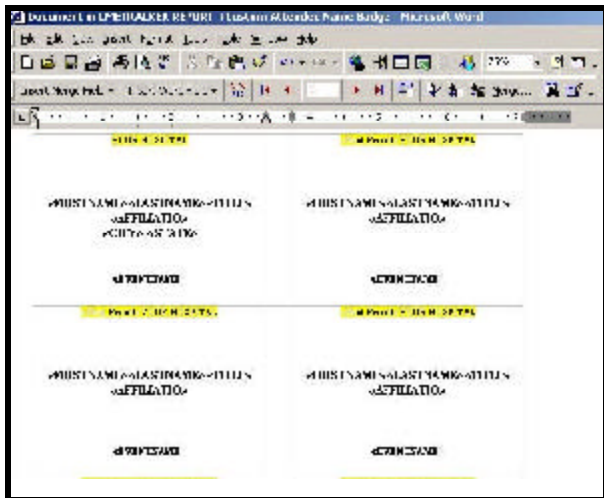
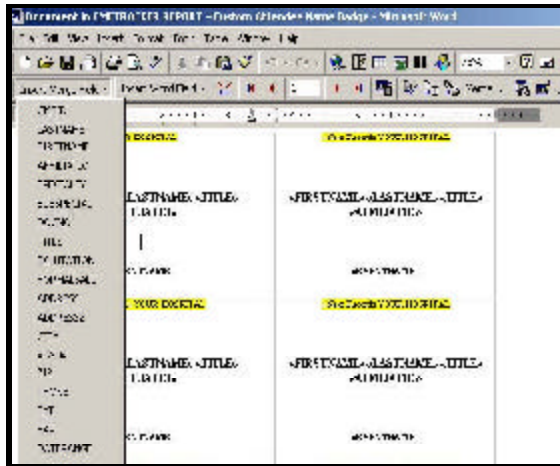


NOTE: The "Next Record" field on the successive name badges is inserted to tell the program to advance to the next record in the database when merging the documents. Do not delete this field.

CME TRACKER™ 2000+ "Customizing Name Badges" Tutorial

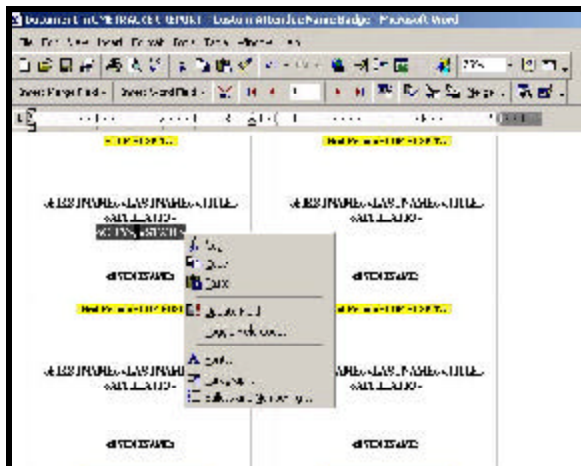
Adding information:

Click on the location of the first name badge that you would like to insert the additional field. Press **Insert Merge Field** to drop down the list of data fields available from the CME Tracker. Click on the desired field to place it in your name badge.



You may then place additional fields where you want by repeating the process.

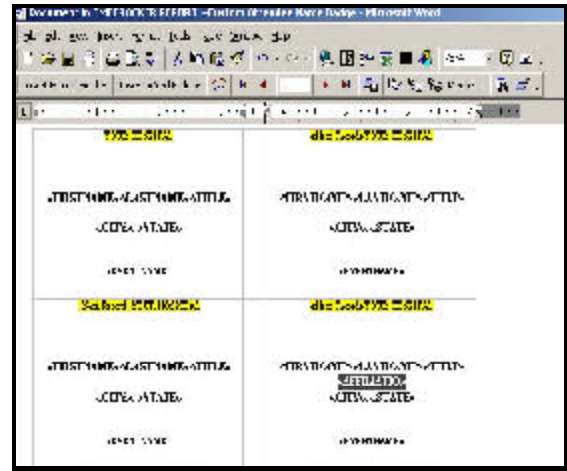
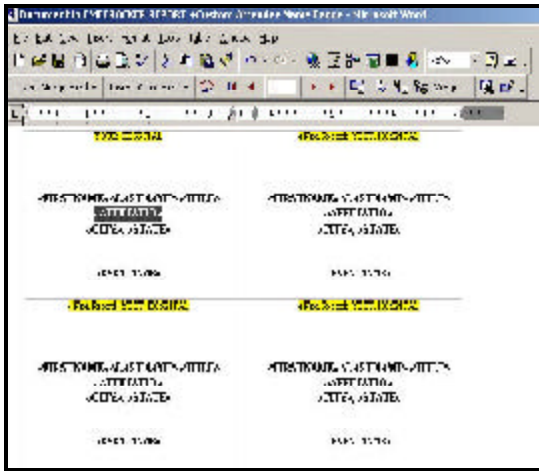
Right-click on the field to copy; then go to the appropriate location on the remaining name badges. Right-click and paste the field as it appears on the first name badge.



CME TRACKER™ 2000+ "Customizing Name Badges" Tutorial

Deleting information:

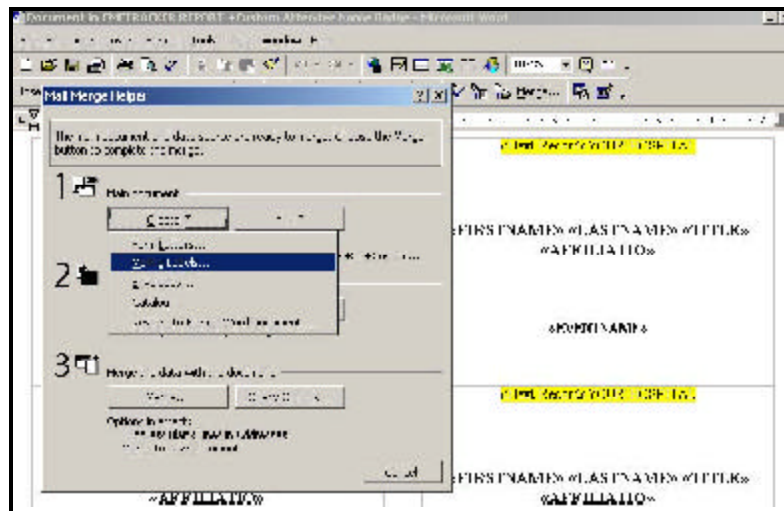
Highlight the field to be deleted by clicking on it. Press the *Delete* key. Move to each name badge and repeat the steps.



To change the size of the name badge:

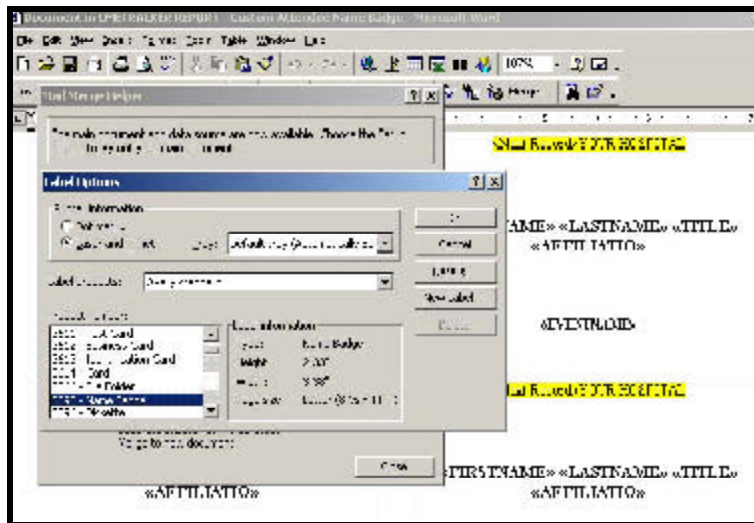
Press the *Tools* button in the toolbar. Choose *Mail Merge Helper*.
In *Step 1*, press *Create* to choose the type of main document.

Select *mailing labels*--choose the option to *change main document*.

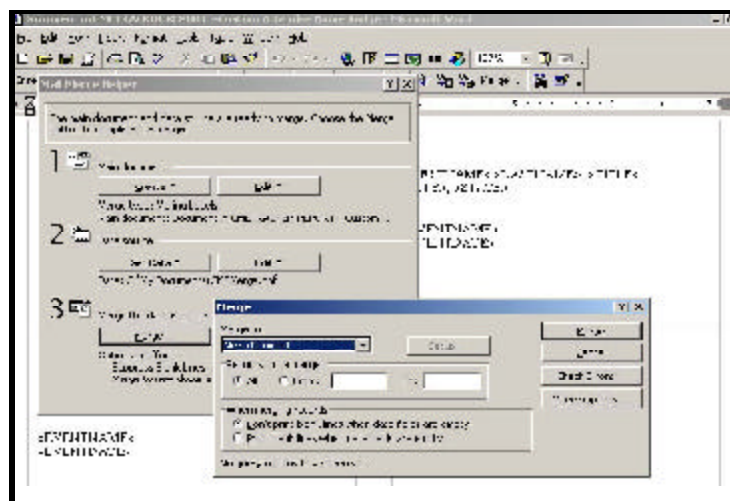


CME TRACKER™ 2000+ "Customizing Name Badges" Tutorial

Press the **Setup** button to edit the labels. Select the appropriate product number corresponding to your name badge. Click OK to begin creating your name badge. Place the merge fields as you would like them to appear on the name badge.



Go to **Step 3** in the Mail Merge Helper to **Merge** the data to a new document.

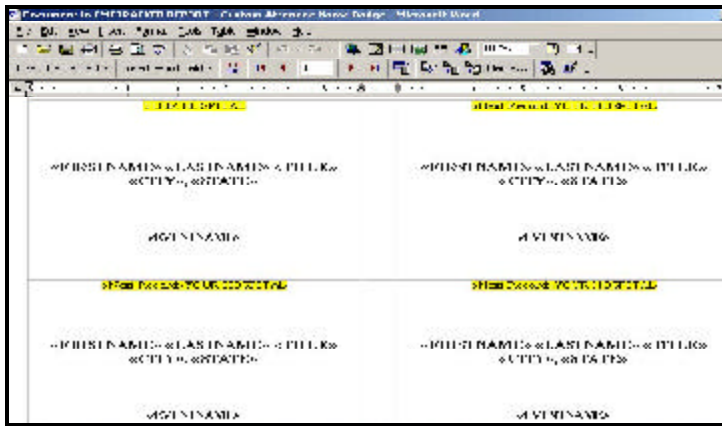


Save this new document if you would like to use this name badge again.

CME TRACKER™ 2000+ "Customizing Name Badges" Tutorial

To access this name badge in the future:

From the *Register Report Listing* screen, highlight "+Custom Attendee Name Badge" and press the button for your word processing program (**MS Word**). It will take you to a merge document. Press *File / Open*. Find the name badge you saved and click *Open*.



You will now be able to merge the data of the registrants in the current event you are working with.

To change the size, color, or style of font:

In the merge document, highlight the text or text field you want to change.



Press *Format / Font* and make your selections.

When the document is merged, the data will appear with the changes you have made to the text field.

