1. First create table no of rows and columns
2. Image path eg: c:\\images\\rollno format
3. Goto pagelayout pagesetup top:0.3 bottom:0.3 left:0.3 right:0.3 sothat 9 id cards in 1 page
4. Insert table no of rows and columns you require table properties goto layout height 3, width 2.4
5. Next insert your image/ create idcard template
6. Next go to : ->mailings ->start mail merge ->labels select default ½ letter ok if you click ok new page will come press ctrl+z it will come step backward
7. Next go to insert take cell table for images
8. next->gotohome ->mailing tabs->click update labels it will be applicable to all selected rows and columns .
9. mailings tab->secelt recipients->use existing list select excel sheet.
10. Next in mailings tab -> insert merge field for all items in fields ->then update labels.
11. Adding an images isn tuf task: ctrl+f9 use{ includepicture”//and click insert megrefield image
12. Next select before picture select behind text
13. If you click preview results it will show names
14. Shape or image should be always behind the text.
15. Finish and merge options ->edit individual from 1-any number before that you need that much of cells aligned.
16. Next ctrl+f9 all images will appear.
17. Select image then go to format tab, size 0.8 and 0.8 height and width.
18. PROPER(A2),UPPER(A2),LOWER(A2)…
19. f your Excel sheet looks like this:

| **Name** | **AdmissionNo** | **Photo** |
| --- | --- | --- |
| John Doe | 12345 | C:\Images\john\_doe.jpg |
| Jane Smith | 67890 | C:\Images\jane\_smith.jpg |

1. You would use the following merge field code in Word:
2. plaintext
3. Copy code
4. { INCLUDEPICTURE "{MERGEFIELD Photo}" \d }
5. Here, **Photo** is the name of the column in Excel that contains the paths to the images.