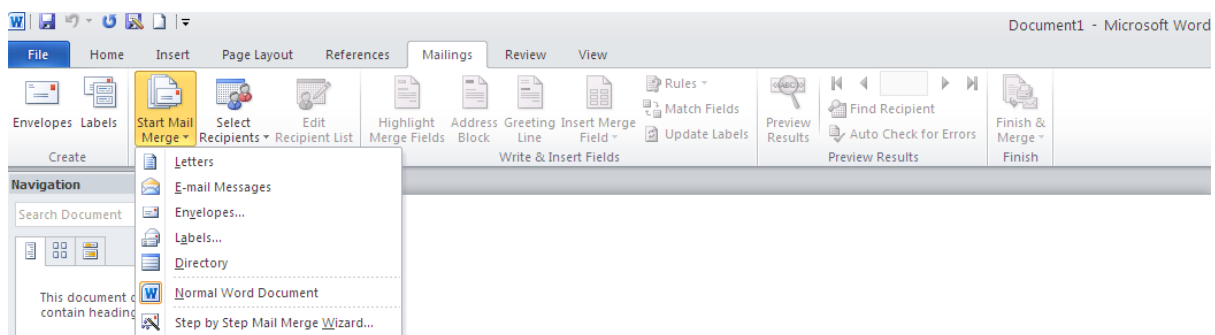
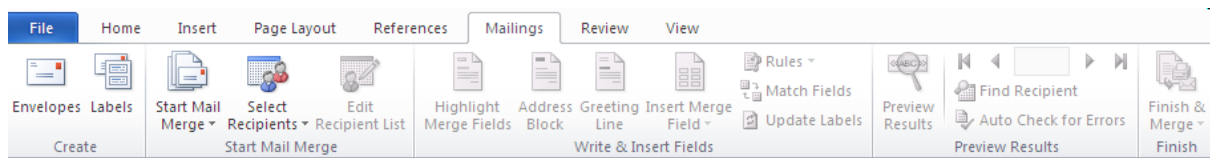
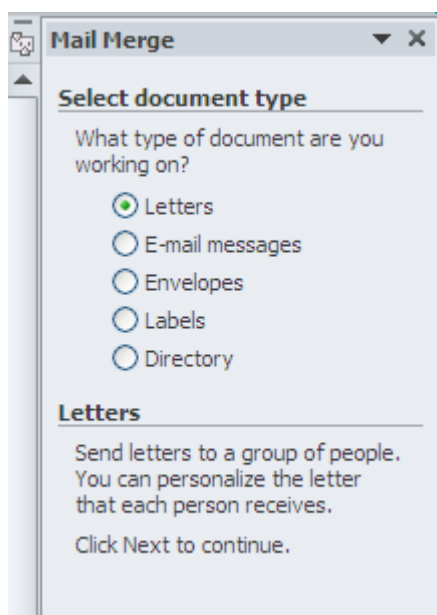


Step 1 – Make sure that you have a user-story word-doc template and an excel sheet containing the user-story data. In case you don't have an existing user-story template, download [StoryCardPrintTemplate.docx](#)

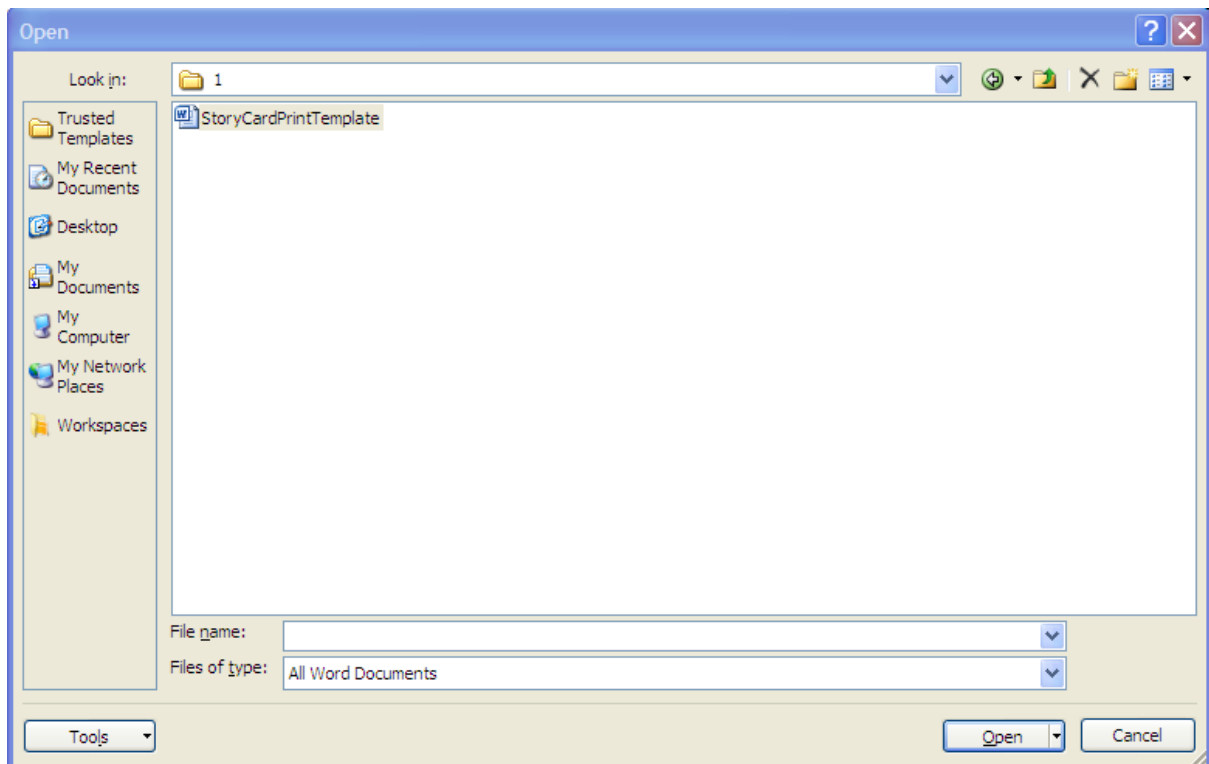
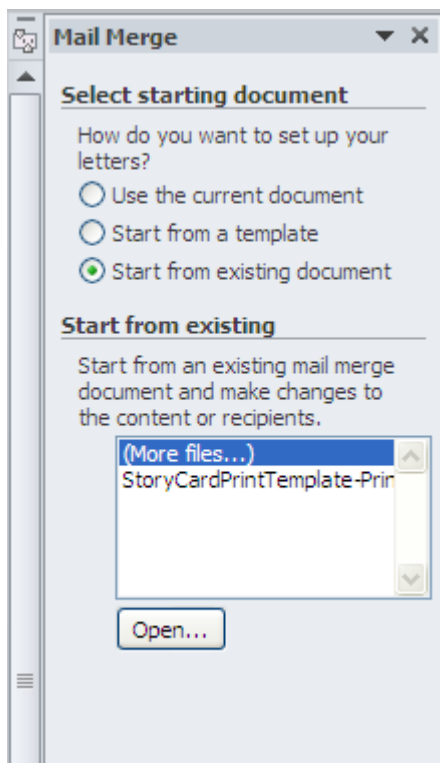
Step 2 – Open a new blank word document and click on Mailings → Start Mail Merge → Step by Step Mail Merge Wizard



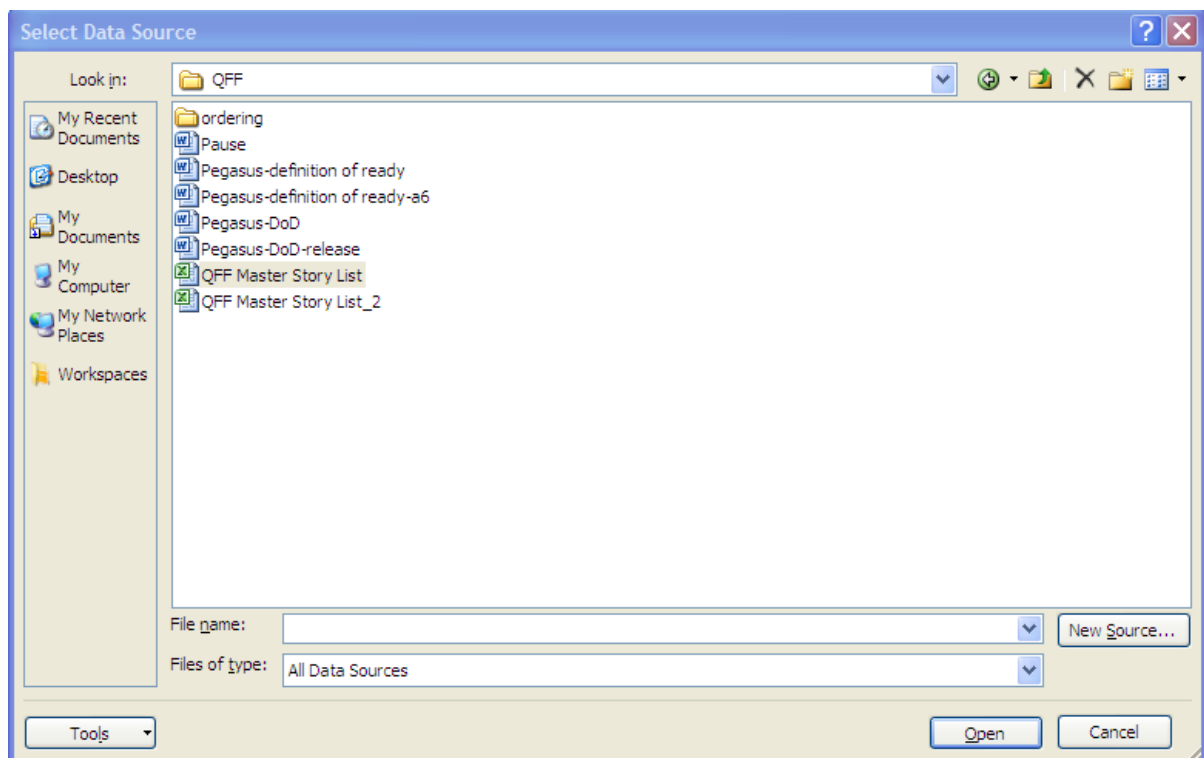
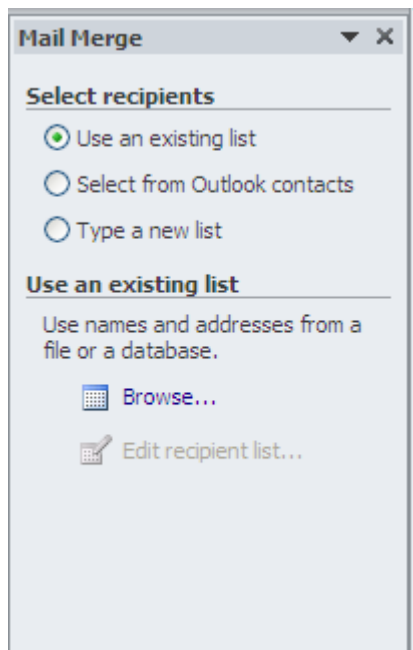
Step 3 – Select Letters and click Next step



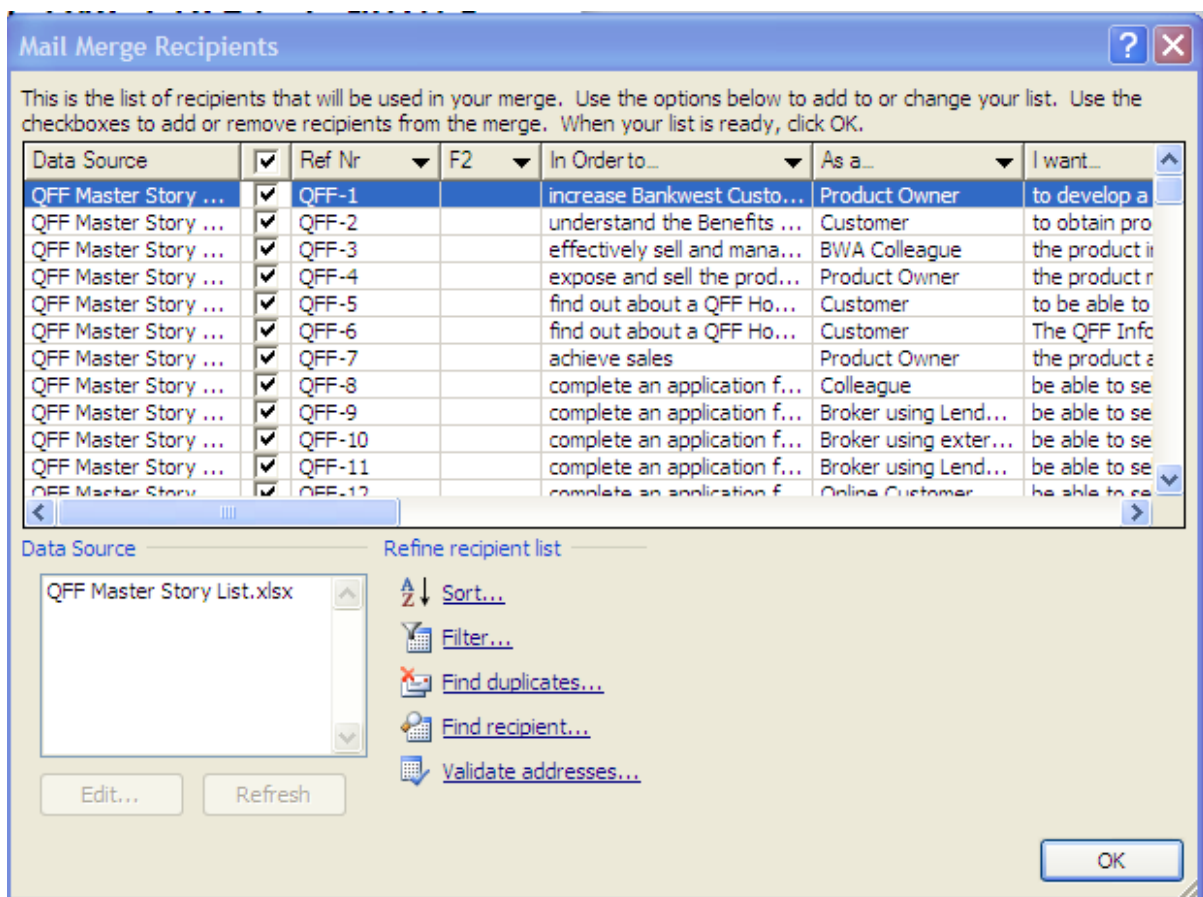
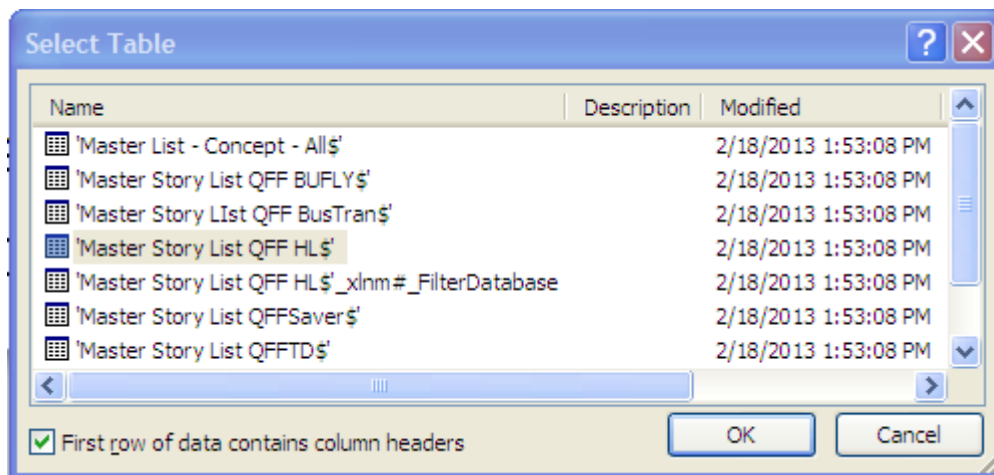
Step 4 – Select “Start from existing document” option and click on Open button which will prompt you to select the user-story template mentioned in the step 1.



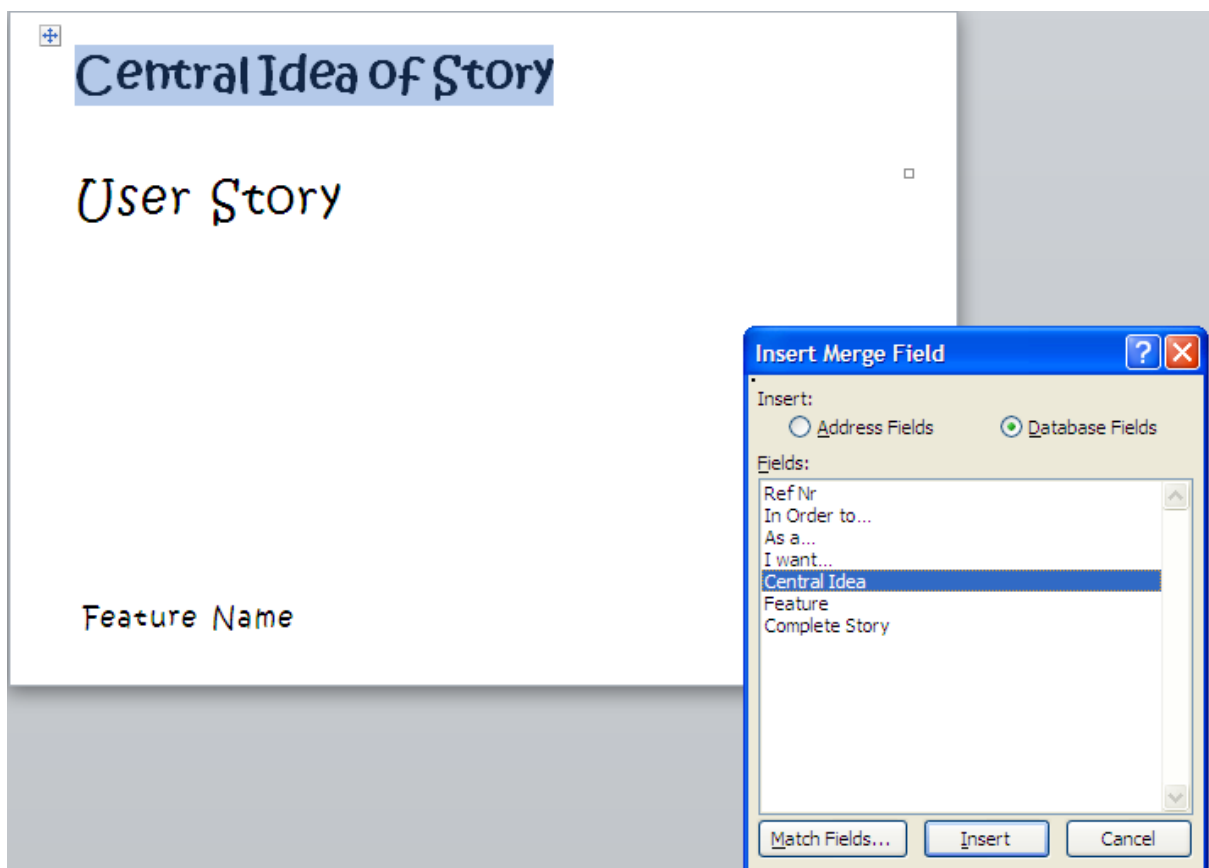
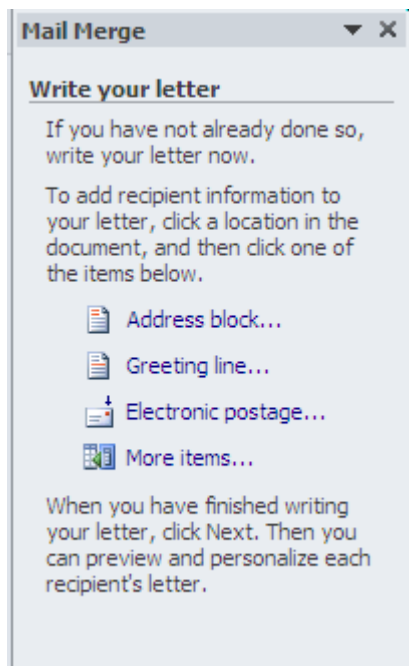
Step 5 – Click Next and you will see following screen. Select “Use an existing List” option and click Next which will prompt you to select your excel sheet.




Step 6 – Select the appropriate Worksheet you want to feed the data from and click OK.



Step 7- Click on Next which will lead you to below mentioned screen. Click on “More items” which will prompt you to select the excel column name from which you want to feed the data in word template.





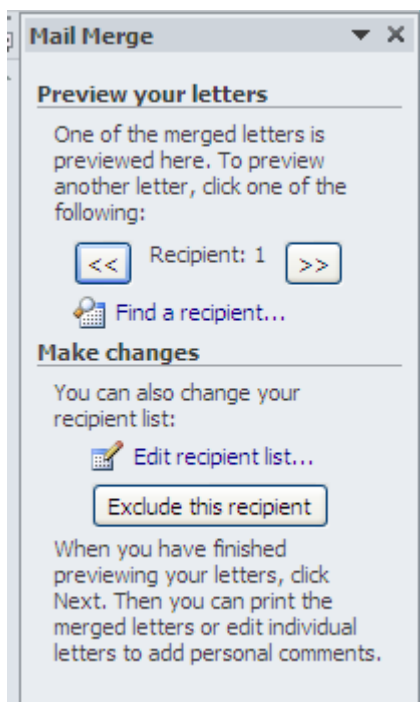
«Central\_Idea»

«Complete\_Story»

«Feature»

#«Ref\_Nr»

Step 8 – Click Next and you will be able to preview your Story cards using “>>” and “<<” buttons as shown below.



Step 9 – Next and final step will prompt you to print it directly with printer or print it to a PDF document which you can print latter.

