

How to create multiple badges by merging a print file into Corel Draw X3

1. Create a job in Corel. We will use a 1"x3" badge for this example.
2. Do a complete layout as you normally would. Logo, name, title, etc.
3. Create an outline on the box to be used for a cut line. I generally leave a small margin so that when these are cut out, there will not be an overlap, thus creating less chance of flare ups.
4. On the line where you will merge text, try to use the largest name from the file you will be importing. This will give you a good idea of what size of font to use for this job. We will create an envelope to prevent the text from exceeding the margins we will specify, but, this usually helps to visualize the layout.
5. Go to file>print merge>create/load merge fields.
6. At this point, you can either create a database from scratch, or use an existing one.
7. We will create one from scratch.
8. You will be asked to name your merge fields. (Name, title, etc)
9. I generally try to make the name field fairly large, like "name123456789". I will explain later why.
10. You can add auto incremental fields here as well. This could be used to increment serial numbers automatically if needed.
11. In the next screen you can add all of your names.
12. You will then be asked if you would like to save the merge file. You should save it in case you need to make changes or use these names for another file at a later time.
13. Once your database is created you will need to insert selected print merge fields. Place it/them over the original text and remove originals. Make sure your text is center justified, the correct font and font size is selected.
14. Select your merge field and create a new envelope around it. This will constrain the text to that envelope, and not allow for merged text to exceed that size.
15. Go to perform merge. Make sure you choose the laser as your printer. Then choose the layout tab at the top of the page.

16. You will see a box labeled "imposition layout". Choose the box next to it labeled edit.
17. You will see 2 fields labeled pages across and pages down. You can increase that number to select the layout you need to fit the names in your merge file.
18. You can save this layout so that this step will not need to be repeated.
19. Then print to your laser.
20. This feature will really only be useful if you are doing large numbers of tags. The page size can be changed in the M360 (or whatever system you are using) to make smaller jobs.

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