



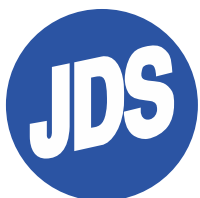
CorelDraw Time Saving Tools

~Print Merge~

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Using Print Merge can help you to quickly insert data when you have multiple plates with the same graphic but different text on each one.



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Using Print Merge

First, locate the data that will be placed. Usually the data is in some sort of spreadsheet. You can also type the information directly into the print merge tool if you choose. If using a spreadsheet, make sure you label each column. Each cell will equal one line of text in CorelDraw. Example, if you want both the first and last name on one line, then put both in one cell on the spreadsheet. (Fig. 1)

	A	B	C
1	Place	Team Name	Player Name
2	League Champs	Mighty Tigers	Joe Harkins
3	League Champs	Mighty Tigers	Mary Sheely
4	League Champs	Mighty Tigers	John Smith
5	League Champs	Mighty Tigers	Shawn Roth
6	League Champs	Mighty Tigers	Harry Reed
7	League Champs	Mighty Tigers	Daniel Hanson
8	League Champs	Mighty Tigers	Mark Anderson
9	League Champs	Mighty Tigers	Jennifer Owens
10	League Champs	Mighty Tigers	Mike Eicher
11	League Champs	Mighty Tigers	Jeff Brattman
12			
13			

Figure 1

Next, perform a Save As and save the spreadsheet as a .csv file. (Fig. 2)

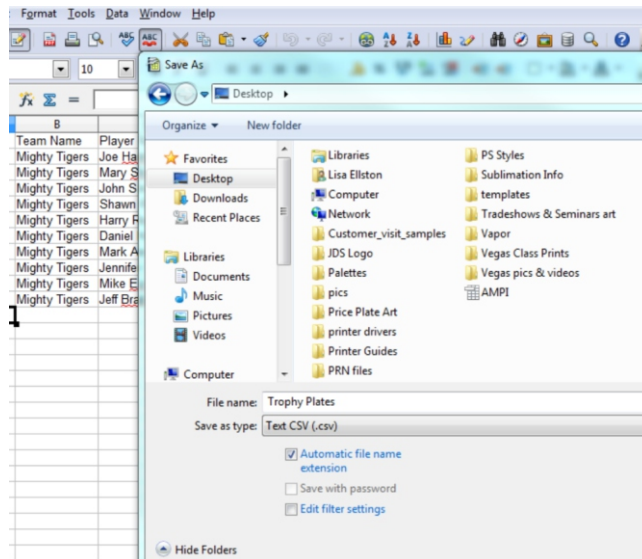


Figure 2

Next, in CorelDraw, create your plate exactly as normally would. Layout and format your text also. (Fig. 3)



Figure 3



Using Print Merge

Next, move the text off the artboard so that you can reference it when the text is brought in from the spreadsheet. Then change the page size to equal the size of your plate (or slightly larger if you want a small space between your plates). (Fig. 4)

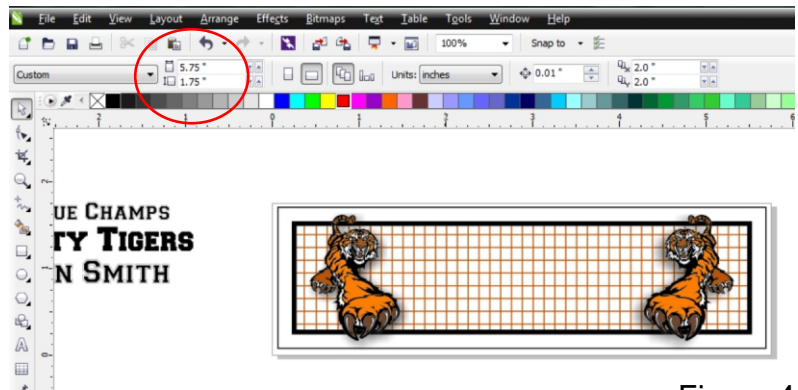


Figure 4

Now go to File/Print Merge/Create/Load Merge Fields. If you are importing information from a spreadsheet, click Import text from a file of an ODBC data source. If you are going to type the information directly into Print Merge, click Create new text. (Fig. 5)



Figure 5

Select the file you want to import. You may need to change the file type so you can select the file. (Fig. 6)

If importing the text, click Next three times then click Finish. If you are manually entering the text, first enter the column heading names, then click Next and enter the information for each column, then click Next and then Finish

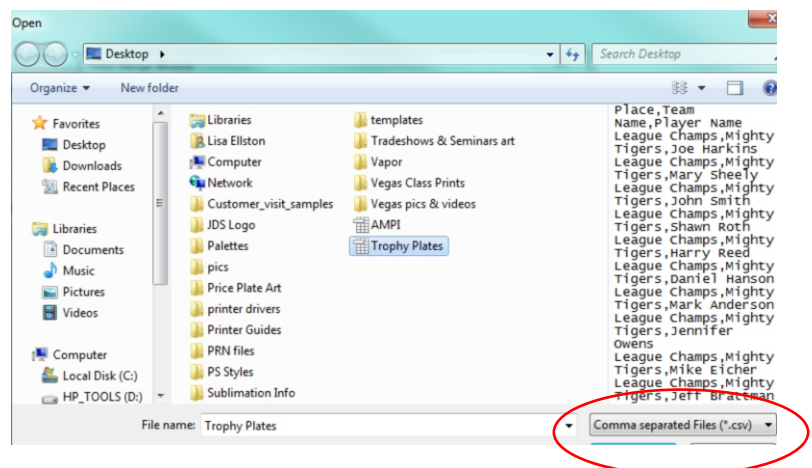


Figure 6



Using Print Merge

The Print Merge toolbar will appear on your page. Select the field name from the dropdown then click insert. This will place the placeholder that tells CorelDraw where to pull the information from. (Fig.7)

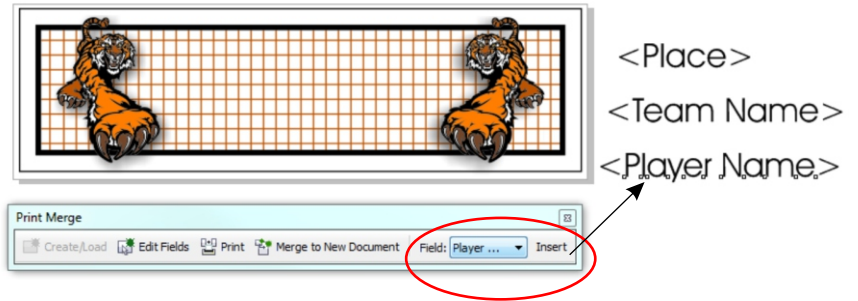


Figure 7

Next, format the placeholder text so that it matches the font and color you selected in the beginning. Also, align each field horizontally so that when it is centered on the page, the text will spread out from the center and not from the left or right. (Fig. 8)

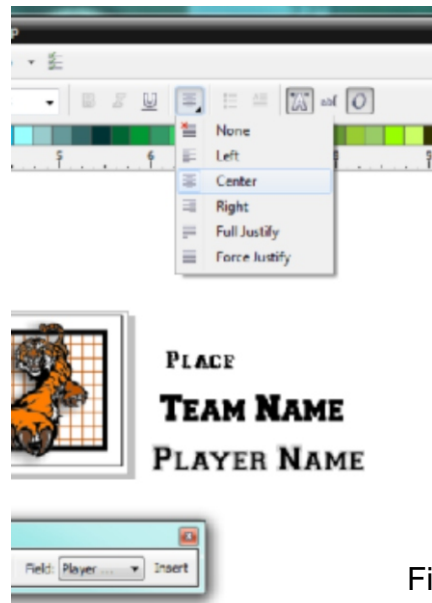


Figure 8

Once you have the placeholder text placed where you want it, click Print on the Print Merge tool bar. (Fig. 9)

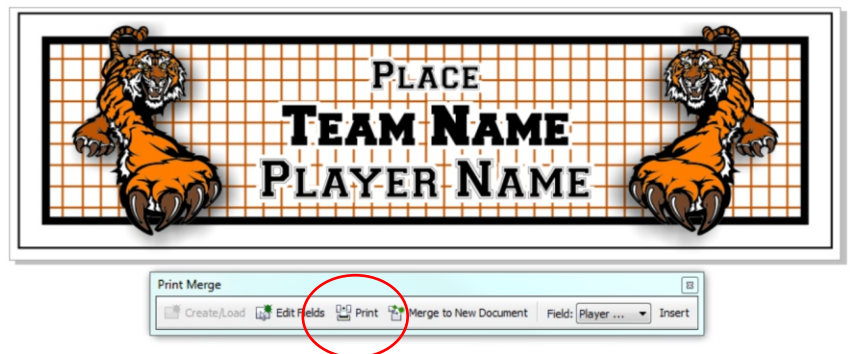


Figure 9



Using Print Merge

A Print dialog box will appear. If you can only fit one plate on a page, you can go ahead and print from here. If you need multiple plates to be printed on each page, then click Print Preview. (Fig. 10)

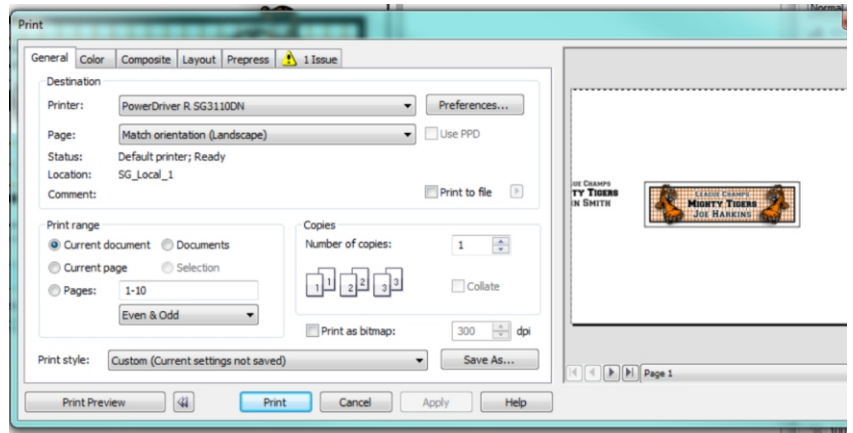


Figure 10

Click the imposition tool on the left toolbar. Then from the Edit Basic Settings dropdown, select Edit Margins. (Fig. 11)

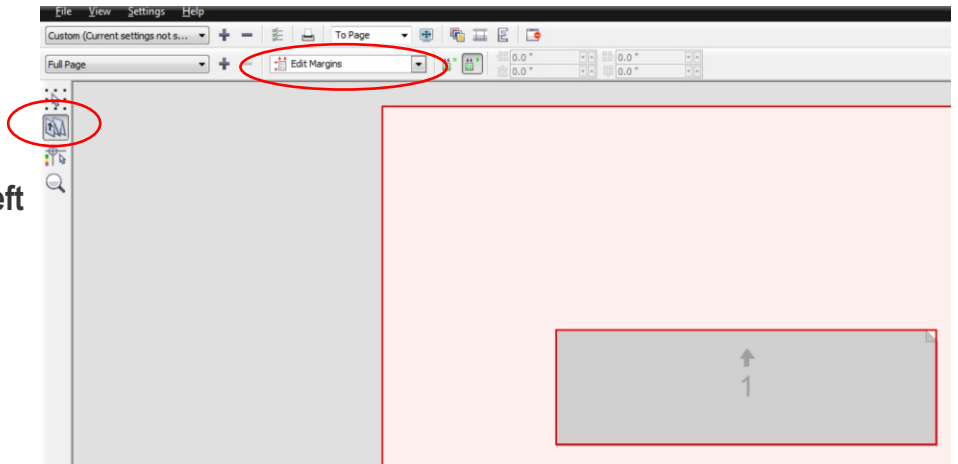


Figure 11

From the As In Document (Full Page) dropdown, select the number plates that will be placed on the page. In this case there will be one column with six plates so select 1x2 (up), then modify the number of rows from 2 to 6. (Fig. 12 & 13)

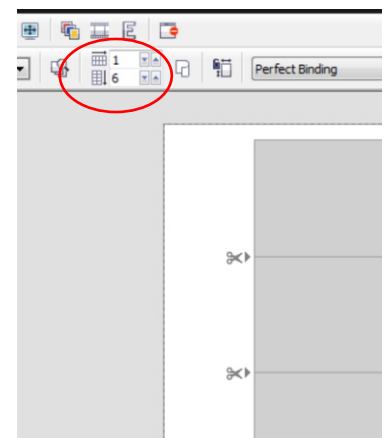
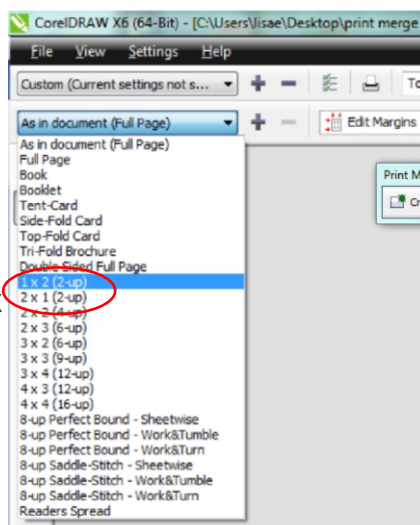


Figure 13

Figure 12



Using Print Merge

Select the Pick tool from the left toolbar. This will show what the plates actually look like. You can either print from this screen or if you need to change any print settings, click the last button on the top toolbar to return to the Print dialog box. (Fig. 14)

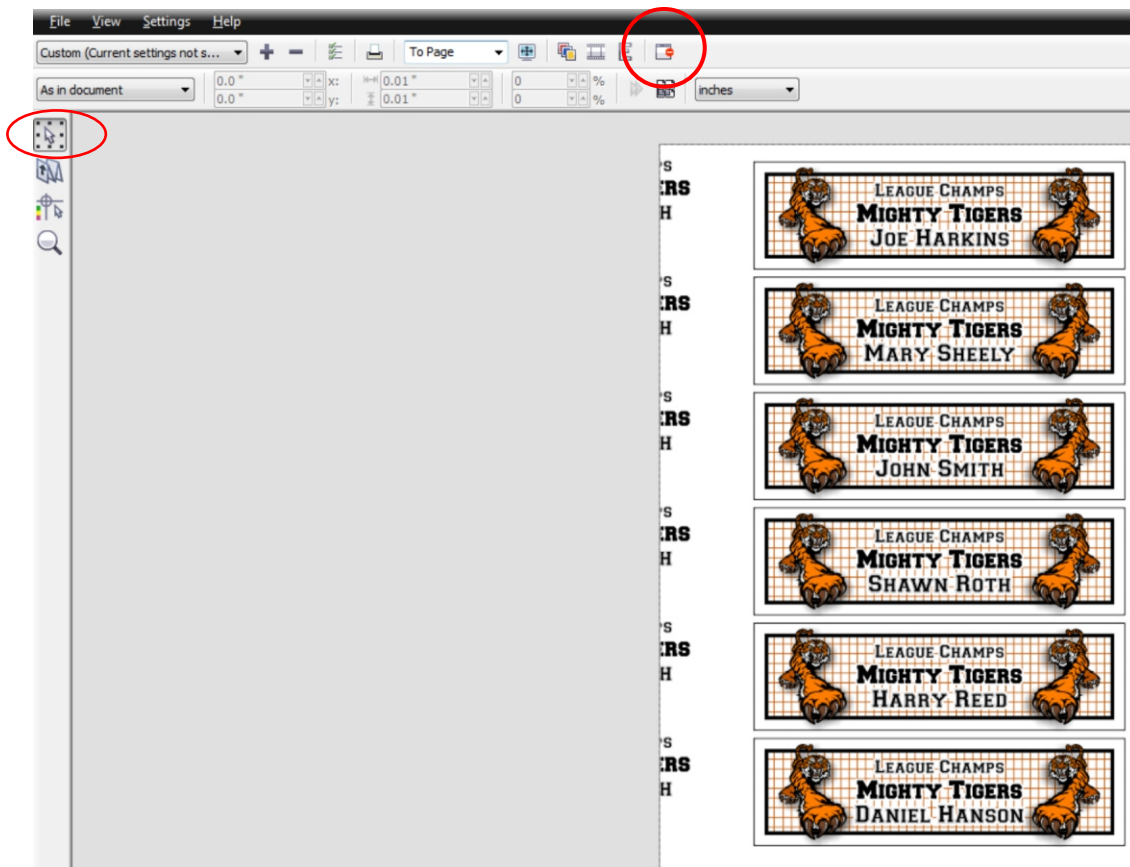


Figure 14