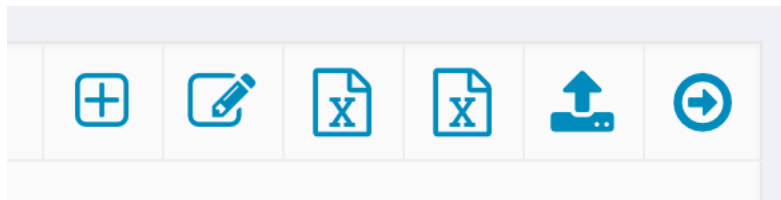


Healthy Futures Achievement Certificate Personalization Instructions

1. Download the certificate and open it in Microsoft Word.
2. Change the “is hereby recognized for completing all three months of the ...Challenge” to reflect the current challenge. Eg. Spring 2017/Fall 2017
3. Click on the “Presented By” line and enter your name or your principal’s name.
4. Enter the date on the “On this date” line.
5. Log in to <http://database.healthyfuturesak.org>
6. Click on the “Export students completing 3 logs” button



7. Click on “Recipient Name”
8. At the top of the screen, click on the “Tools” menu and select “Mail Merge Manager”
9. The Mail Merge Manager dialog box will open.
 - a. Click on the “Create New” drop down under “Select Document Type,” and select “Form Letter”
 - b. Click on the “Get List” drop down under “Select Recipients List,” and select “Open New Data Source.”
 - c. Select the spreadsheet you downloaded from the database from your downloads.
 - d. The “Open workbook” dialog box will open. Click “Ok.”
 - e. From “Insert Placeholders,” drag “First Name” into the “Recipient Name” spot on the certificate. Enter a space, then drag “Last Name” onto the line, as well. Don’t worry if this ruins the formatting, it should look fine once the merge is completed. If not, highlight the first and last name and reduce the font size.
 - f. Under “Complete Merge” click the symbol for “Merge to new document” and a new document will open with all of your personalized certificates.
10. Print! Or contact Alyse if you have any problems 😊