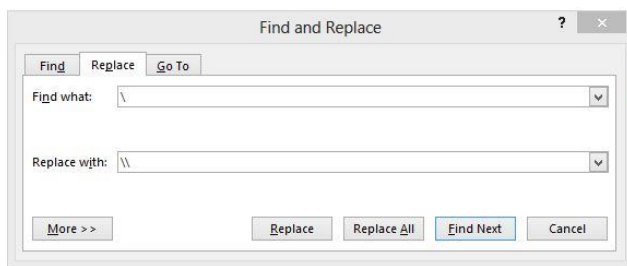


Automatic ID card create in MS Word using MS Excel

- Create an Excel data sheet of your company Employee or Students.

Sl No	Candidate Id	Name	Father's Name	Centre Name	Gendre	City/ Add	Contact	Photo
1	CAN_11045497	Aman Kunmar Sahu	Amulya Kumar Swain	Skill India	Male	Shergada, Ganjam, Odisha-761106	1234567890	C:\\Users\\bivhu-619\\Desktop\\PHOTO\\AMAN.
2	CAN_11104305	Bhagaban Gouda	Prafula Gouda	Skill India	Male	Shergada, Ganjam, Odisha-761107	1234567891	C:\\Users\\bivhu-619\\Desktop\\PHOTO\\BHAGA
3	CAN_11104543	Birasa Naik	Bishnu naik	Skill India	Male	Shergada, Ganjam, Odisha-761108	1234567892	
4	CAN_11104584	B DIPUN RAO	B DURGA PRASAD RAO	Skill India	Male	Shergada, Ganjam, Odisha-761109	1234567893	
5	CAN_11104600	Lisa Sahu	Prabhakar Sahu	Skill India	Female	Shergada, Ganjam, Odisha-761110	1234567894	
6	CAN_11104736	Mitu Sethy	Abhimanyu Sethy	Skill India	Male	Shergada, Ganjam, Odisha-761111	1234567895	
7	CAN_11112005	Nandini Pradhan	Pitabash Pradhan	Skill India	Female	Shergada, Ganjam, Odisha-761112	1234567896	
8	CAN_11112108	P SALINI PATRO	P BALAJI PATRO	Skill India	Female	Shergada, Ganjam, Odisha-761113	1234567897	
9	CAN_11128733	Puja Pradhan`	Kedar Pradhan	Skill India	Female	Shergada, Ganjam, Odisha-761114	1234567898	

- In Photo Column, do Hyperlink (Ctrl+K) and link the photo as per employee Name.
- Then select all photo column and using replace cmd, Replace from “\” to “\\”.



- After complete excel data sheet, open word and create Table as per requirement.
- And design your ID card in one table after that go to Mailings tab -> Start Mail Merge -> Labels.
- Create label and go to back means (**Ctrl+z**)
- Using Select Recipients insert Excel Data Sheet here and Using Insert Merge Field insert Candidate Id, Name, and Address etc in your ID card.
- Click the cursor point on photo table and press “**Ctrl+F9**” then type {includepicture “go to insert merge field and insert picture”}
- After complete all do “update Label” -> Finish and Merge field
- Insert Phot Select all data and Click “**F9**”
- Resize or adjust the photo as per photo table.
- After complete ID card convert word to pdf formate.