

# VARIABLE DATA MERGING CHECK SHEET

We set the artwork up as a single file in the required finished size, including 3mm bleed and cropmarks and you furnish us with an Excel spreadsheet with the names/details and any other variable data you may have. We will create an open design file in InDesign, so that we can apply fields (all the areas which are variable) and we link the Excel spreadsheet to this InDesign file. The fields are then populated by the variable data provided in the Excel spreadsheet, and we print from there. What typically happens is we will send you a multiple-page PDF once the merge is complete, including all the versions for you to approve, before we print.

Please find attached an example of a mock up company envelope – as you can see, you would supply us with the following:

- **Excel Spreadsheet** with variable data – every column is a different field; in other words, if you want to add a list of recipient details on each envelope, then your spreadsheet would have three columns – name, address and contact number. Please ensure that there is no formatting in the background of the Excel spreadsheet – we just need the information in the columns.
- **1 x InDesign Document with the template layout** in the correct print size (with 3mm bleed and cropmarks) with all the fields completed.
- **1 x InDesign Document with the template layout** in the correct print size (with 3mm bleed and cropmarks) with no fields.

It would be preferable to send a packaged InDesign file, with paths and fonts, but PDFs can also work, provided that we have the fonts on our system.

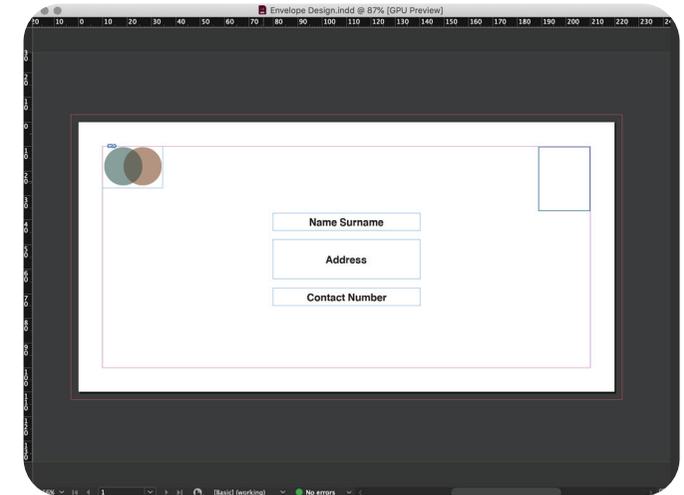
Please make sure that your InDesign template is formatted in exactly the same way as you would like the final product printed.

Our designer will apply the fields where necessary, and do the variable data merge. Once the merge is complete, we will send you a multiple-page PDF for final checking before the file goes to print.

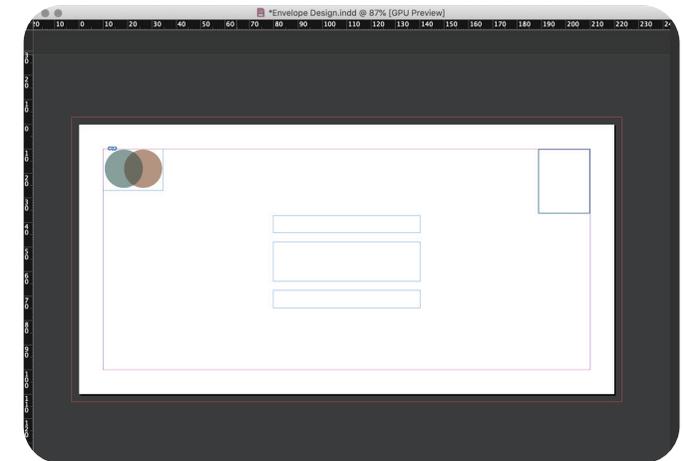
## EXAMPLES

	A	B	C
1	Name	Address	Contact Number
2	Sanda Frew	777 Brockton Avenue, Abington MA 2351	(302) 713-9273
3	Cordie Broaddus	30 Memorial Drive, Avon MA 2322	(990) 512-4611
4	Genaro Shives	250 Hartford Avenue, Bellingham MA 2019	(449) 570-8592
5	Josh Byard	700 Oak Street, Brockton MA 2301	(797) 789-0407
6	Rusty Vue	66-4 Parkhurst Rd, Chelmsford MA 1824	(213) 551-4578
7	Monica Picard	591 Memorial Dr, Chicopee MA 1020	(401) 868-5521
8	Stella Zertuche	55 Brooksby Village Way, Danvers MA 1923	(563) 379-1726
9	Nichole Seabrook	137 Teaticket Hwy, East Falmouth MA 2536	(660) 765-0886
10	Bulah Mower	42 Fairhaven Commons Way, Fairhaven MA 2719	(469) 539-2465
11	Tenesha Raybon	374 William S Canning Blvd, Fall River MA 2721	(541) 983-3643
12	Colton Fortner	121 Worcester Rd, Framingham MA 1701	(574) 359-8028
13	Kesha Fausto	677 Timpany Blvd, Gardner MA 1440	(294) 454-1782
14	Chara Stancil	337 Russell St, Hadley MA 1035	(855) 446-4426
15	Janita Nock	295 Plymouth Street, Halifax MA 2338	(238) 710-4112
16	Gena Kaba	1775 Washington St, Hanover MA 2339	(343) 707-8332
17	Reba Pettit	280 Washington Street, Hudson MA 1749	(841) 969-6870
18	Art Blackford	20 Soojian Dr, Leicester MA 1524	(237) 881-7662
19	Rodney Schrader	11 Jungle Road, Leominster MA 1453	(369) 694-4423
20	Marc Ragsdale	301 Massachusetts Ave, Lunenburg MA 1462	(993) 672-4977
	Arletta Vause	780 I vnnwav. I vnn MA 1905	(313) 434-977

Excel Spreadsheet with variable data columns



InDesign Document (Template Layout with completed fields)



InDesign Document (Template Layout with blank fields)