

Print And Cut With Unique Labelling Using Make The Cut!™ and MS Word

Please see Lynne Armstrong's original post here:

<http://forum.make-the-cut.com/discussion/40029/faster-text-editing-and-printing-method-for-pnc#latest>

To do this on a PC, you will need Microsoft Word (I used Word 2010), and a pdf editing program. I am going to suggest you might want to have some comfort level with Word, as this process uses a mail merge.

If you do not have Adobe Acrobat, I can recommend Software995, download the PDFSuite, which includes pdfedit995 - the tool I used to extract the image from the pdf files created in Lynne's process. The free version has nag ads, ie the ads display before you get to use or see things...to purchase is still reasonable at \$30. I have also suggested an alternative using MTC itself, to extract and then export to png after the fact (because if you just try to export as raster you won't get reg marks or the cut lines unless you fill with color, still won't get reg marks).

1. Use Lynne's **requested file created and provided** by Bettinperth (**thanks Bett for a great little box file**)- see this link: (<http://forum.make-the-cut.com/discussion/39971/need-a-file-for-this-please-resolved#latest>).

2. **Create a new page size of 8 x 10.5** - the reason we do this is because when you print to pdf it creates an image the size of the page size, not the size of the cut file including the reg marks. If you use an 8.5 x 11 page size, then the resulting image is that size, and Word won't like you trying to put that into an 8.5 x 11 page size...it knows you need that non-printing area of your paper for the printer to feed through. This is very important...otherwise what Word produces with the reg marks will not match the reg marks on the Virtual Mat when cutting from MTC.

3. **Size the cut file to fit on your new page**, use Print Preview to ensure that the reg marks are going to print. I have included my MTC file with the resized cut for this process.

4. **Use the File => Print Options to set the wireframe**...this is so we can print and the cutting lines show. Make sure that Print reg marks is checked as well.

5. **Now File => Print**, choose your pdf printer, if using the software I recommended, its print to pdf995. Save this pdf file.

6. **Now run the pdfedit995 program, or whatever program you have that can extract images out of pdf files, (you can do this in MTC, I just have not chosen to go that route, you will have to then export what you get when you bring in the pdf, that to raster image, choose png)** and choose the **image** tab. Select the **png256** Format option and I left mine at 300 dpi. Click **convert the last document printed to image/s**. This opens the image in the default viewer for png files, on my computer its the Windows picture viewer. Click the save icon (Copy To) and save this, call it something meaningful like wedding boxes with reg marks.

7. **File => Print Options**, and remove the wireframe option.

8. **File => Print to pdf995**, and save as reg marks wedding box, so you know the difference.

9. **Run pdfedit995**, choose the **image** tab. Click **convert the last document printed to image/s**. This opens the image in the default viewer. Click the save icon (Copy To) and save this, call it something meaningful like no reg marks wedding box.

You now have 4 files...two pdf files, one for the boxes with reg marks, and one just reg marks. Two png files, one with boxes with reg marks, one with just reg marks.

Now open Word:

1. In the new document, 8.5 x 11 page (if you use other sized pages, you'll govern yourself accordingly), set the margins all round to 0.20 inches. Sorry I still think imperial when it comes to measuring even though we are metric officially, our paper is still imperial sizes.

2. On the **Insert** ribbon, chose **Picture**. Navigate to where you saved the png files. Choose the wedding box with reg marks file.

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3. **RIGHT click** the wedding box image, and choose **Size and Position**. The size should be **exactly** the paper size you set in MTC, if you used my paper size, that would be 8 x 10.5 inches. If you don't get that result, then you missed setting the margins in Word, or you missed creating a custom paper size in MTC. If the margins in Word are too big in order to fit the image on the page at the exact dimensions, it will scale it down to fit in between left/right margins and/or top/bottom margins. Fix your problem and then work back to this point.

3. With the png file in Word selected, choose **Page Layout** tab, then click **Watermark => Save selection to Watermark Gallery**. You name it, but you can leave all the other options the same.

4. With **image still selected**, press the **Delete** key. Now **Insert => Picture**, and browse to the png file with no wedding box and just the reg marks.

5. **Repeat the steps in #3 and #4**, so that you are adding this image to the Watermark Gallery, and then deleting the image off the page. Word will store these in the Watermark gallery forever, or until you delete them from there.

6. **Now put the wedding box image as a Watermark**, watermarks print but are stored on the background layer so they do not get moved around while you are working. Very handy feature! **Page Layout** tab, click the **Watermark** icon and then choose the wedding box one.

7. Now add a text box: **Insert => Text Box => Simple Text box**. Start typing to add your text that is not unique, ie, "Thanks for sharing our Special Day!". Use fonts, sizes, colours, etc. as you need by selecting the text while still in the text box confines, right click and choose the options. Now roughly position the text box and size it to fit on the front panel. Leave room inside the text box for where the unique values will go, in Lynne's example she put first names. That part will come next.

8. **Format the text box**: Right click on the border of the box, you will probably not want the text box border to print. Look at the ribbon above and click on the highlighted option, **Drawing Tools => Format** turn off the line colour and the fill colour (or leave it white). With the text box still selected ie, your cursor IS NOT inside the text box, click **Rotate**, and choose **More Rotation Options**. To get the text box perfectly aligned to the cut line on the bottom of the front panel, I found that 93 degrees worked. If you are in text box text edit mode, this won't work. Just the text box shape itself has to be selected.

Once you are happy with this, lets move on to the mail merge options. If you have never used Word's Mail Merge, this is not a good time to learn it, *smile*, as I am going to assume you have some knowledge. If you do not, then you email me at ackerliz at gmail dot com, and I can give you more details. We are going to use the mail merge wizard which is pretty helpful and intuitive.

Save your document as is before proceeding.

1. **Mailings => Start Mail Merge => Step by Step...**

2. Use the bottom right corner to advance through the wizard...you can go back a step by clicking the Previous button.

Step 1. Use default Letter document, click Next for next step

Step 2. Use current document, click Next for next step.

Step 3. Choose **type a new list** then **Create** - if you already have a list in the correct format (and here is where I assume you have knowledge of mail merges because I am not going to outline those steps) you can use it and make the appropriate selection from this option.

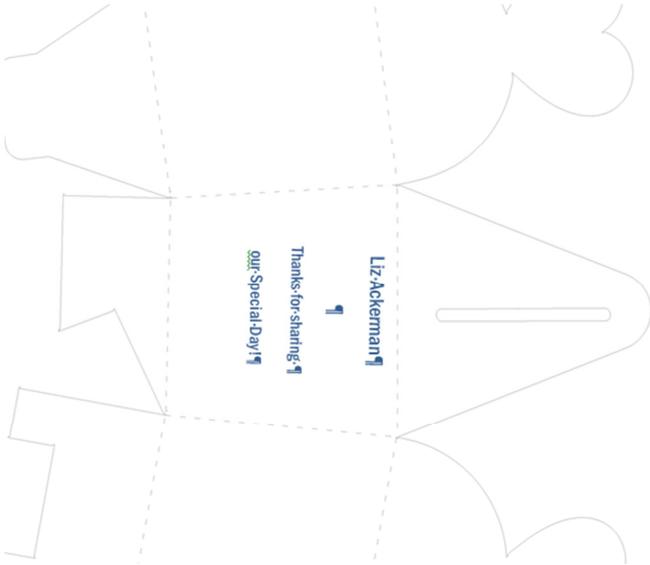
In the **Create** dialogue, add all the information you might need for this to work the way you want it, first names, last names, titles, etc. You do not have use all the fields, eg first name only is required. Type to add, then press **Tab** to move to next field, **type, tab** to next field, etc. When ready click **New Entry** to add another line. When done adding click **OK** and save this as a little database. Click **OK** again. This db file is now associated with this document. It will always be that way until you change it. You can add, delete from this db at any time, caveat, you need to know how yourself, I am not stepping that out, or you email me at the email listed above for more info.

Step 4. Click Next to move to this step. This is the **Write your letter** step. To make Word add individual names to each box, we need to add the fields to our text box. Click to select your text box, click in the text box to be editing the text. Make room for where the field will go, eg, press **Enter** at the top to move the rest of the text down.

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Click Mailings, then click **Insert Merge Field** and add the fields you want to use. I just used First Name as in Lynne's example. When done, click away from the text box to ensure everything is going to fit properly. Adjust as needed.

Step 5 Click Next to move to this step. This is the Preview screen. The field(s) should now be populating with the data from your db.



Step 6 Click to Complete the Merge.

If you are totally happy, we now will swap out the background image of the wedding box with reg marks to just the reg marks image.

Page Layout => Watermark => Remove Watermark

Page Layout => Watermark => choose the no wedding box just reg marks watermark - review steps above to see where you went wrong if there isn't one there!



Now finish the merge:

Mailings => Finish and Merge => Edit individual documents - I always choose this option so I can SEE B4 I PRINT!! No sense wasting paper if you don't have to. You will have a page for each person in your db, unless you chose otherwise. Do a print preview to see how things look! It will be hard to tell with just the reg marks, so you can swap out the reg marks for the wedding box background to view first.

You can also fix anything in the template and re-run this last step.

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I think that is it. Feel free to do the email thing. ackerliz at gmail dot com

Much, much thanks @LynneArmstrong for the initial process she stepped out for Mac users!

Liz Ackerman

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- with help from Lynne Armstrong, see her link above. To purchase Make The Cut!™,
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