

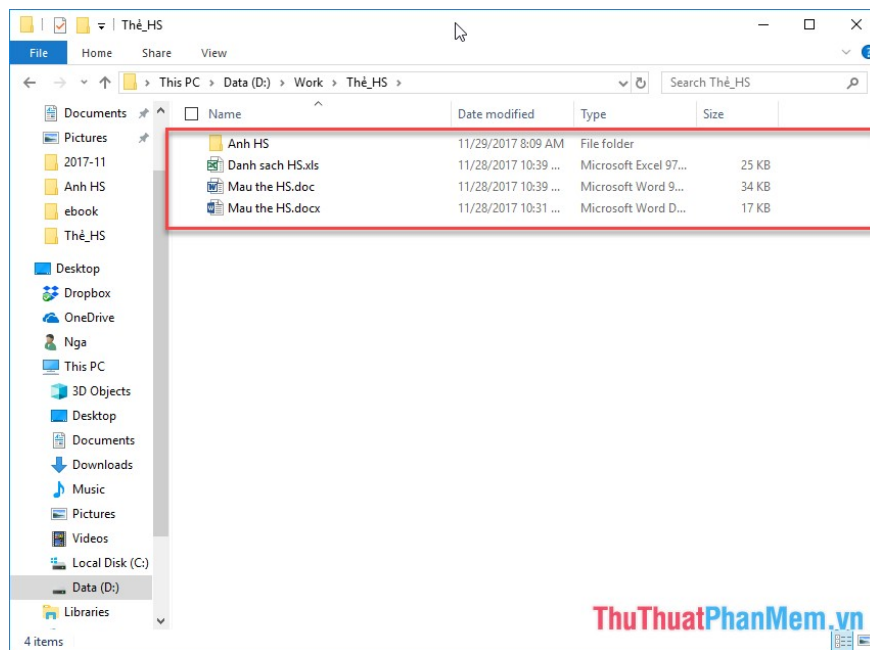
# How to merge messages that contain images in Word 2016

Teach you how to merge letters containing pictures in Word 2016 to help you create student, student, staff cards ... quickly and accurately.

The following article will guide you in detail how to merge letters containing images in Word 2016 to help you create student, student, staff cards . quickly and accurately.

To be able to merge mail from an Excel table you need to prepare 3 data files:

- Mail merge template file with Word 2003 format
- The Excel file contains a mailing list
- Folders containing Photos for mail merge



Note that the data file from Excel containing the list of header rows must be the first row on the top, so you do not insert any of the above content:

Danh sach HS.xls [Compatibility Mode] - Excel

TT	Học viên	Ngày sinh	Lớp	Mã HS	Photo
1	Vũ Minh Nguyệt	1/1/12004	9A1	MSHS01	MS01
2	Nguyễn Thị Ngân	1/2/2004	9A1	MSHS02	MS02
3	Trần Thu Hoài	1/1/12005	9A2	MSHS03	MS03
4	Trần Thị Minh	1/3/2004	9A2	MSHS04	MS04
5	Nguyễn Văn Đức	1/1/12006	8A2	MSHS05	MS05
6	Cao Văn Toàn	1/4/2004	8A2	MSHS06	MS06
7	Phạm Thị Lan	1/1/12007	8A2	MSHS07	MS07
8	Nguyễn Thị Ngọc	1/5/2004	8A2	MSHS08	MS08

Sheet1

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The Word file contains the content of the form you need to merge:

Mau the HS.docx - Word

PHÒNG GD & ĐT  
 Trường THCS Cẩm Thịnh

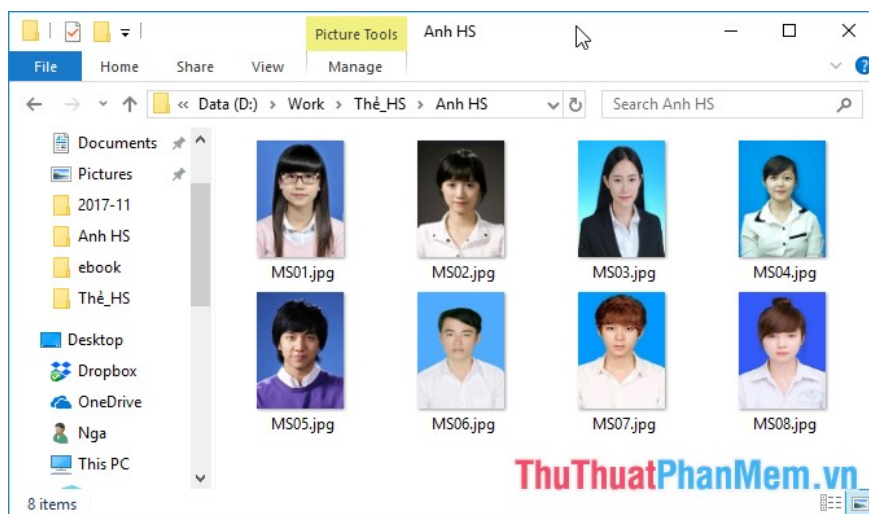
**THẺ HỌC SINH**

Ngày sinh:  
 Lớp :  
 Mã HV :  
 Năm học 2016-2017

Page 1 of 1 21 words English (United States) 70%

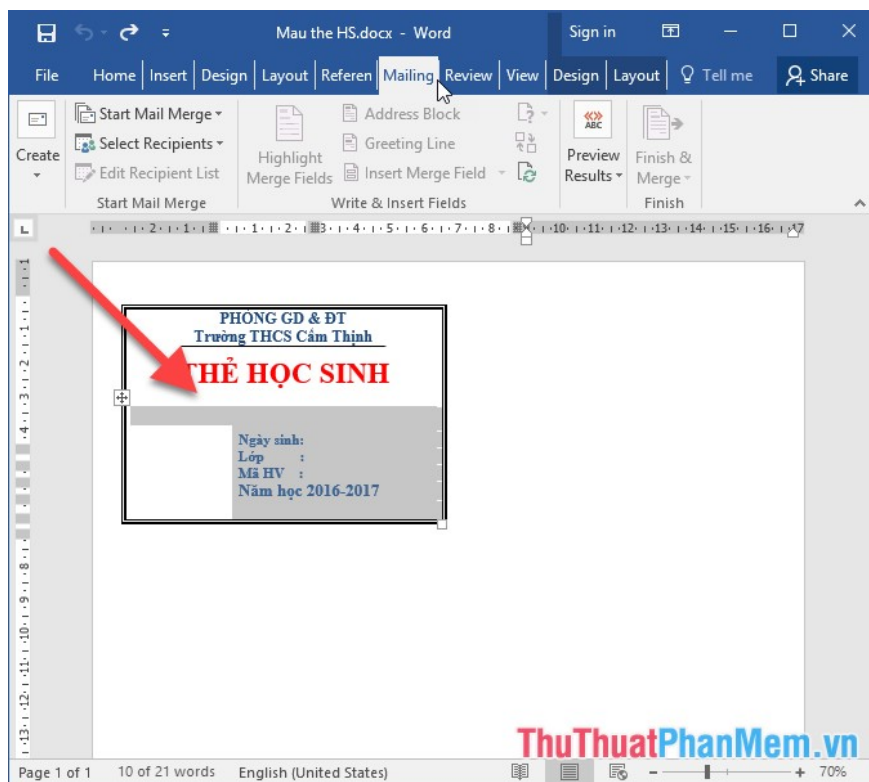
ThuThuatPhanMem.vn

The folder containing the images, note the image file name must match the name entered in the **Photo** column in Excel file:

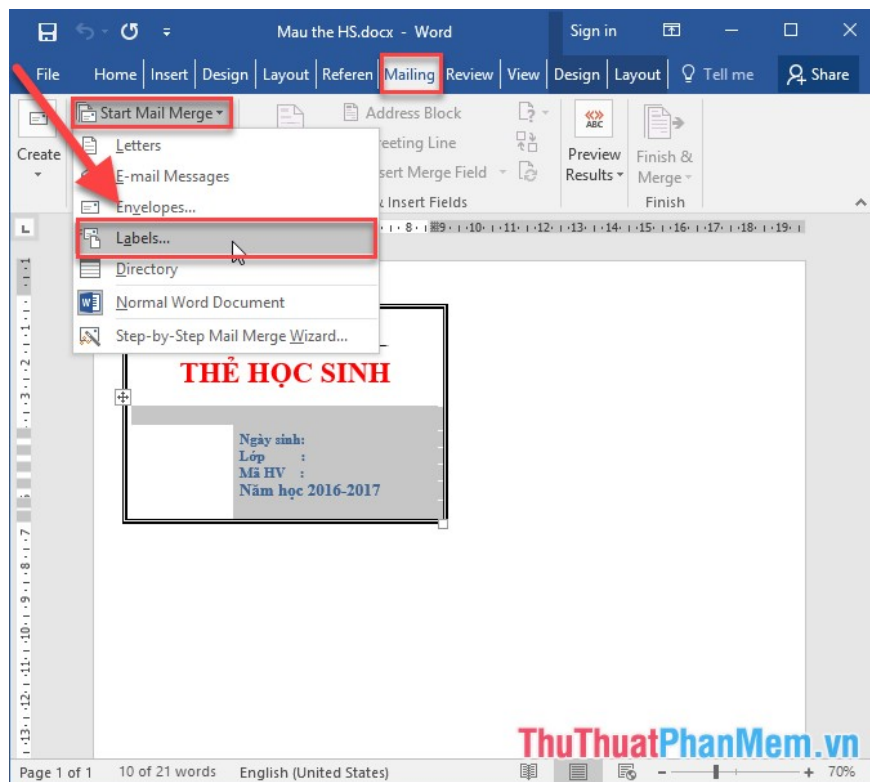


For example, to create a student ID card, follow these steps:

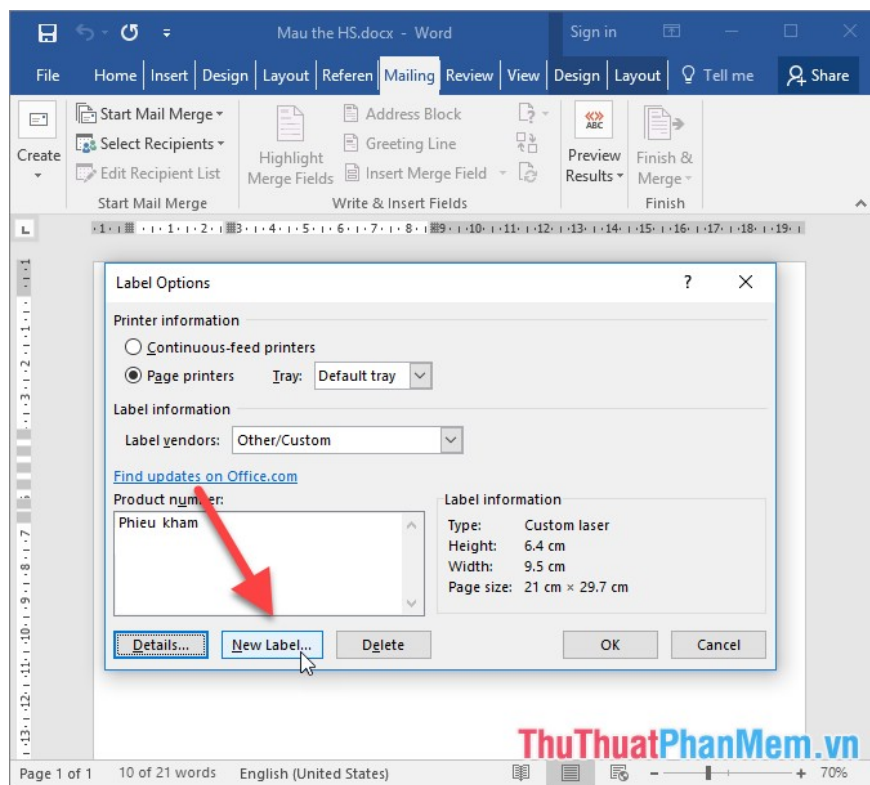
**Step 1:** Copy the content of the board containing student information and photos by selecting the content -> right-click and choose **Copy**:



**Step 2:** Go to **Mailings** tab -> **Start Mail Merger** -> **labels**:



**Step 3:** The **Label Option** dialog box appears, click **New Label** .



**Step 4:** In the **Label Detail** dialog box make the following options:

- **Page Size:** Select a vertical A4 paper size (depending on how you create the letter to select a paper size)

- **Number across:** Select the number of columns of labels on a page to select value 2 (the number of mailing labels on a page horizontally consists of 2 columns)

- **Number down:** Number of labels selected value 4 (number of letter labels on a page arranged vertically 4 letters)

Note: **Number across = 2, number down = 4** => On a page there are 8 letters divided into 2 columns on 1 page.

- **Top margin:** Choose the upper margin for the label, here choose 5mm

- **Side margin:** Select the left margin for the label here choose 5mm

- **Label height:** Select the height for labels, you need to calculate the height as follows:

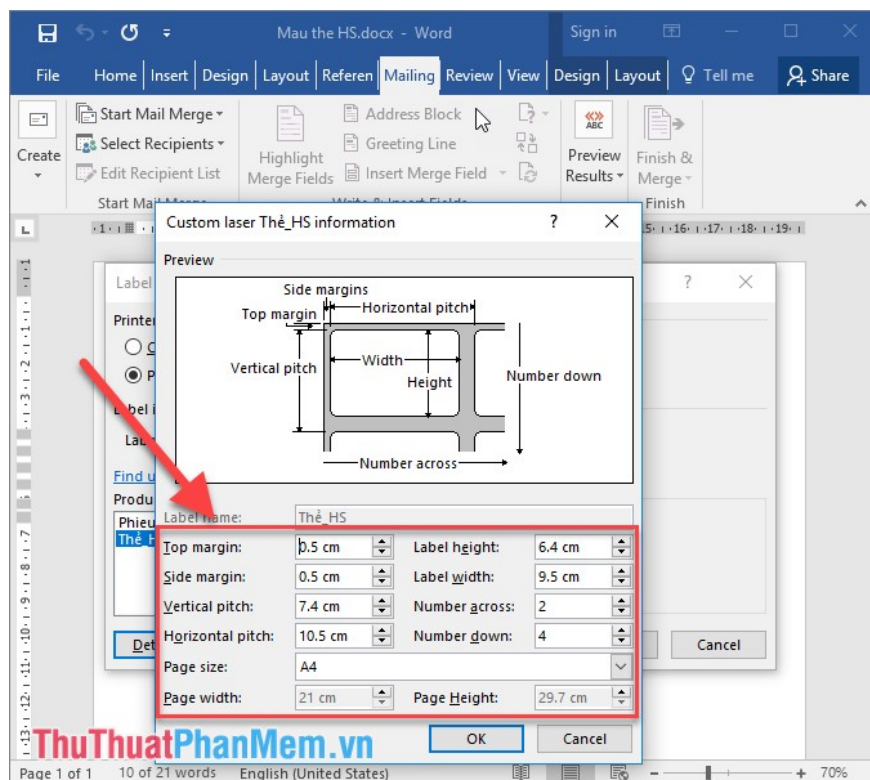
+ A4 paper size 29.7cm high, in the upper section choose **Number down = 4** ie 1 page contains 4 letters or 4 labels => the height of each label = (paper height - upper margin - lower margin):  $4 = (29.7 - 0.5 - 0.5) = 6.4\text{cm}$

- **Label width:** The width of the label, above select a page with 2 columns (number down = 2) => Label width is calculated = (paper width - left and right margins):  $2 = (29.7 - 0.5 - 0.5): 2 = 9.5\text{cm}$

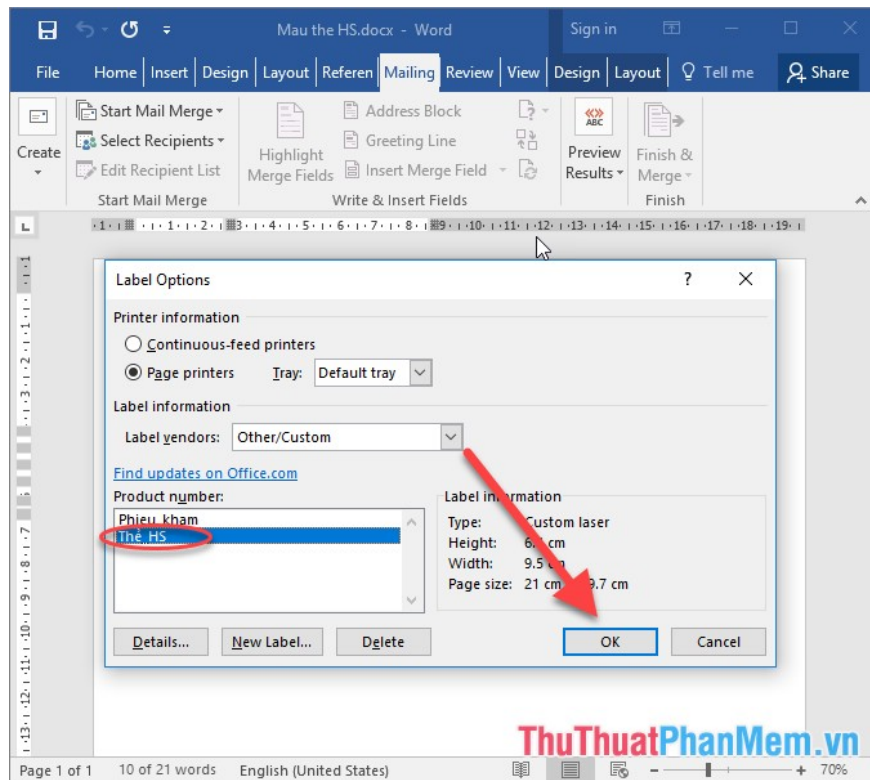
- **Vertical pitch:** The distance between the labels vertically = the height of the label + the top margin + the bottom margin =  $6.4 + 0.5 + 0.5 = 7.4\text{cm}$

- **Horizontal pitch:** The distance between the labels horizontally = the width of the label + left margin + right margin =  $9.5 + 0.5 + 0.5 = 10.5\text{cm}$

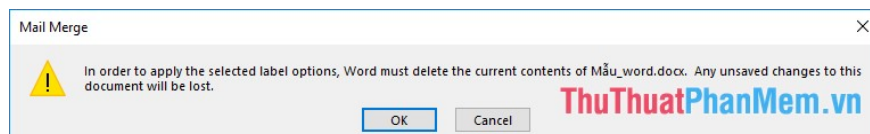
Note that the above values ??are calculated depending on how you selected the number of labels per page.



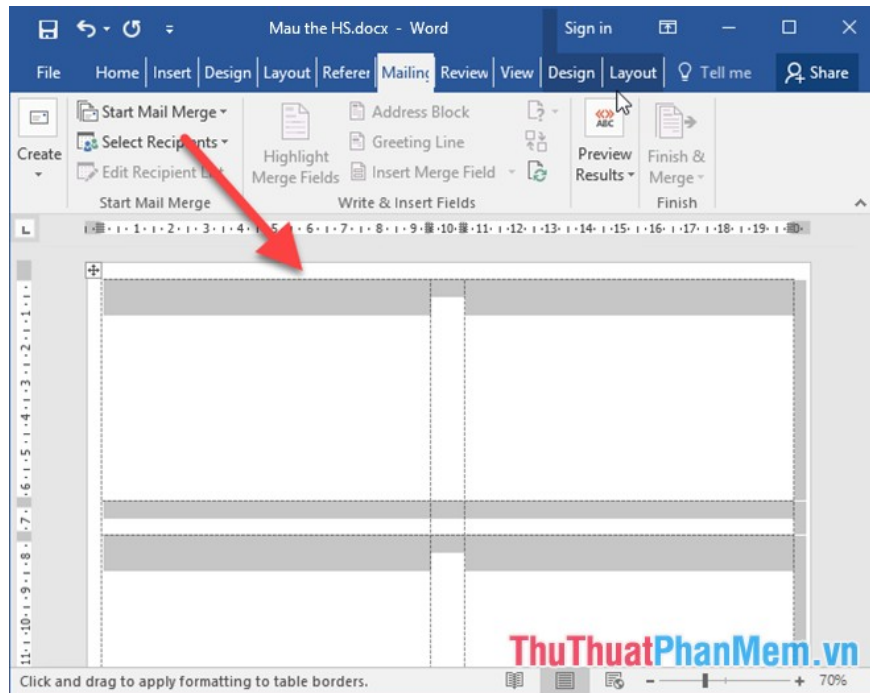
**Step 5:** Click **OK** -> select the label name just created -> click **OK**:



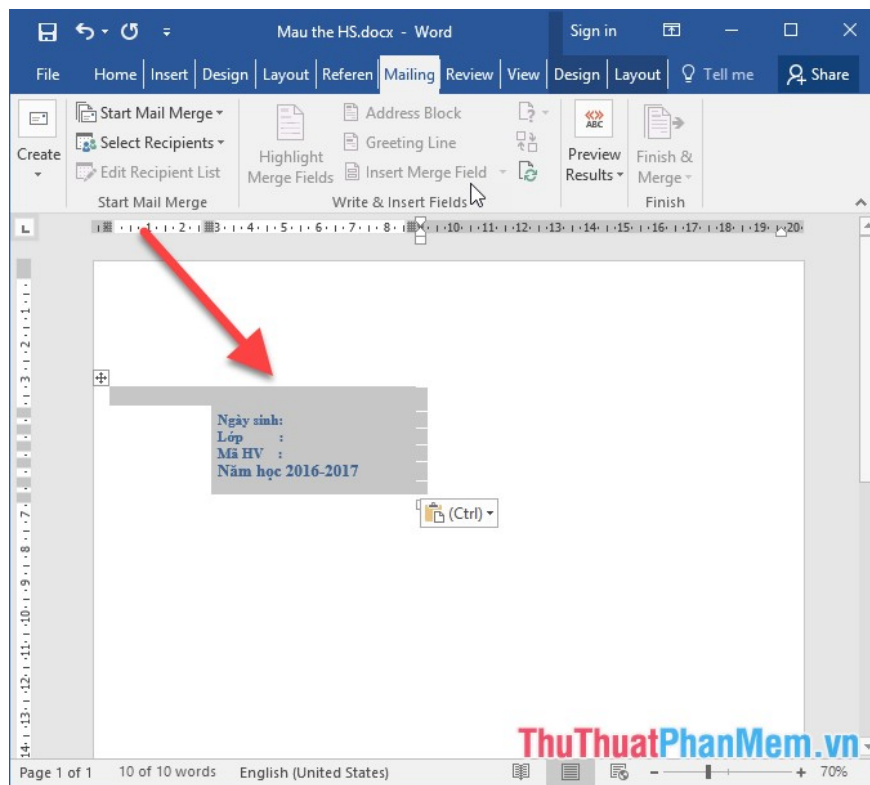
**Step 6:** After selecting **OK** the dialog box to use the label -> system to delete data on the page -> click **OK**:



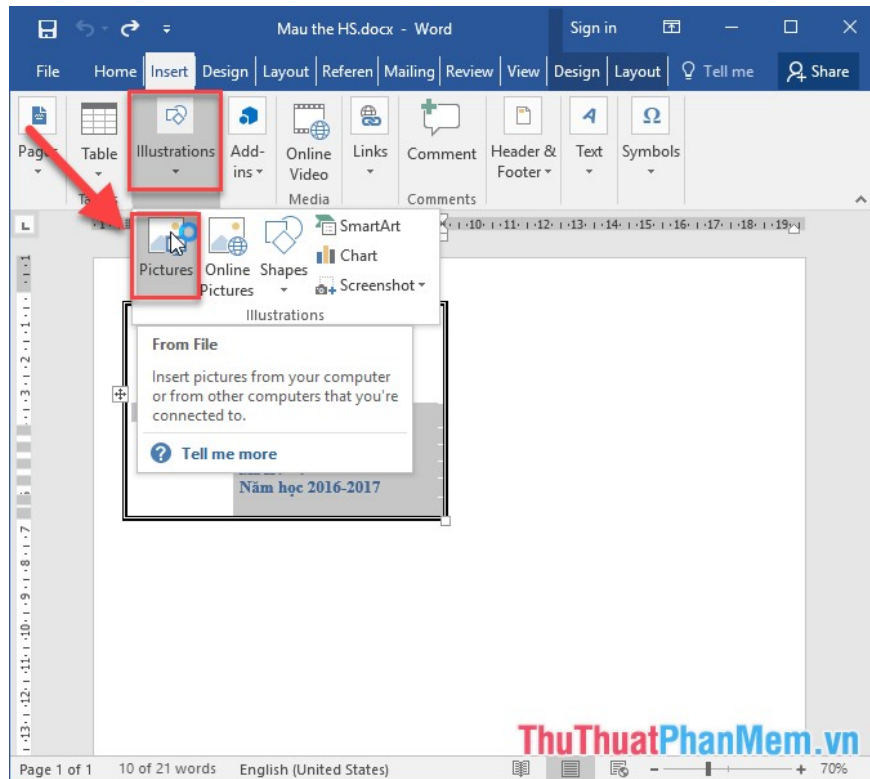
**Step 7:** The result has created a label with 8 frames on 1 page divided into 2 columns:



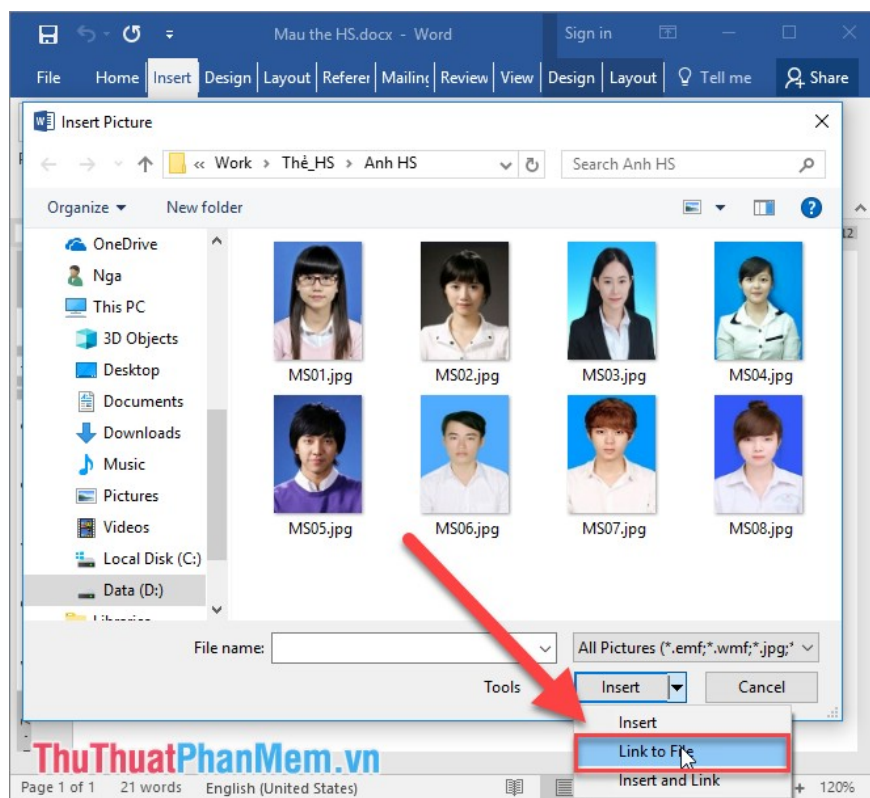
**Step 8:** Click on the first label to paste the content **copied** from step 1 -> get the results:



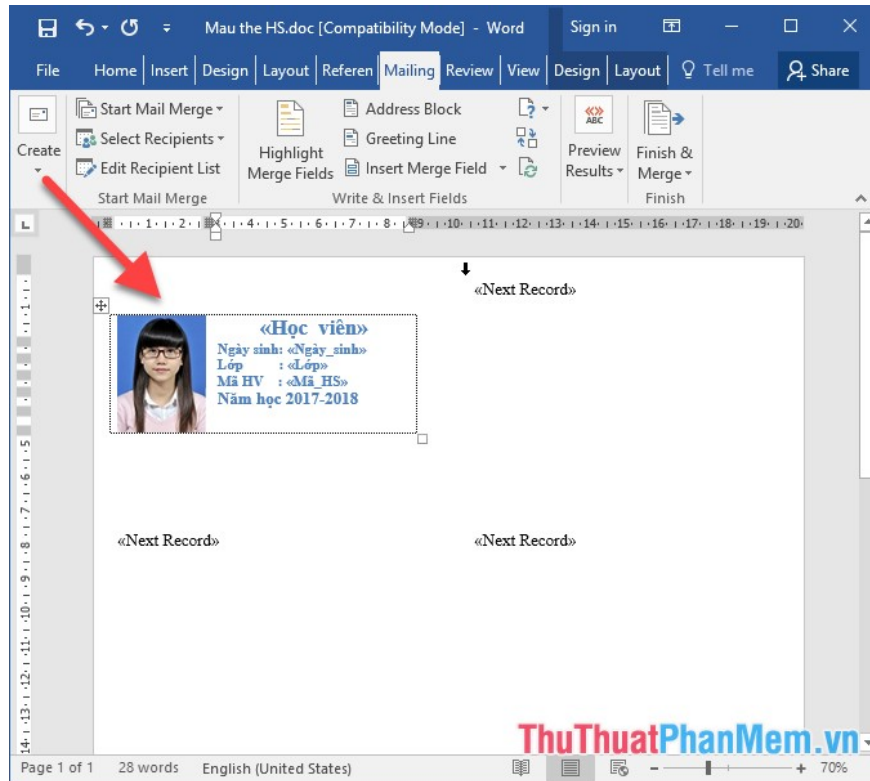
**Step 9:** Put the cursor in the position to insert the image of the first label -> on the **Insert** tab -> **Picture**:



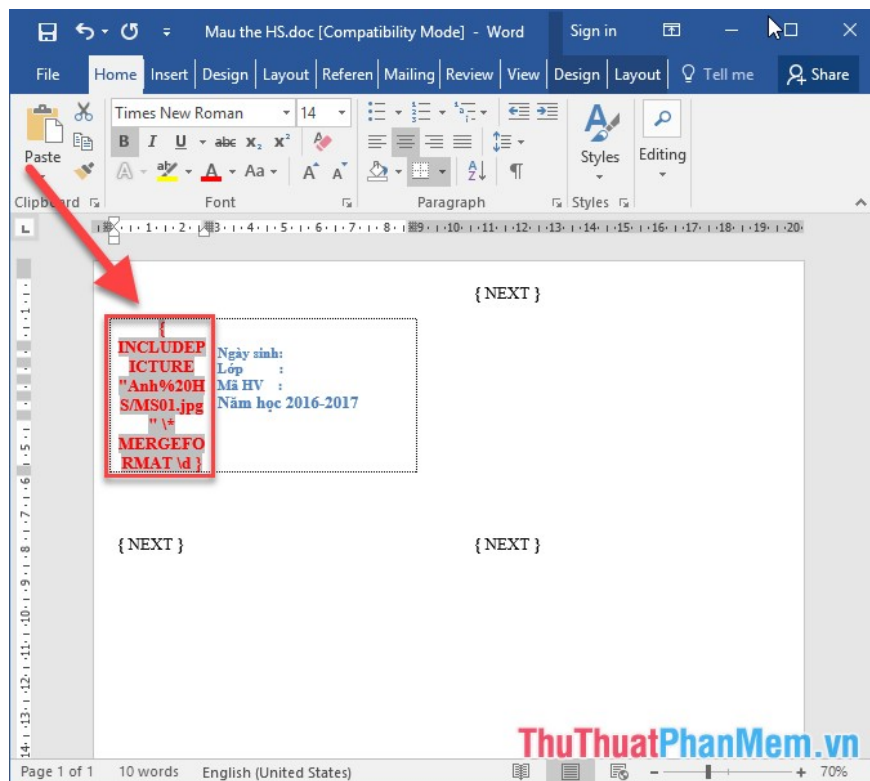
**Step 10:** Select the path to the corresponding image file to be inserted -> pay attention to select **Link to File** without selecting **Insert** if not mixed the error message:



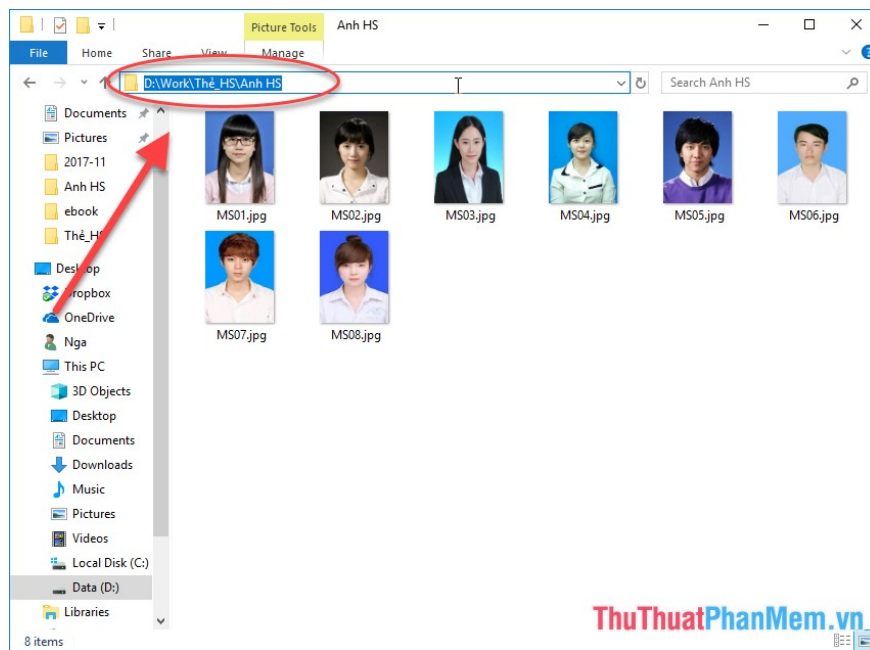
Result of inserting the image into the card:



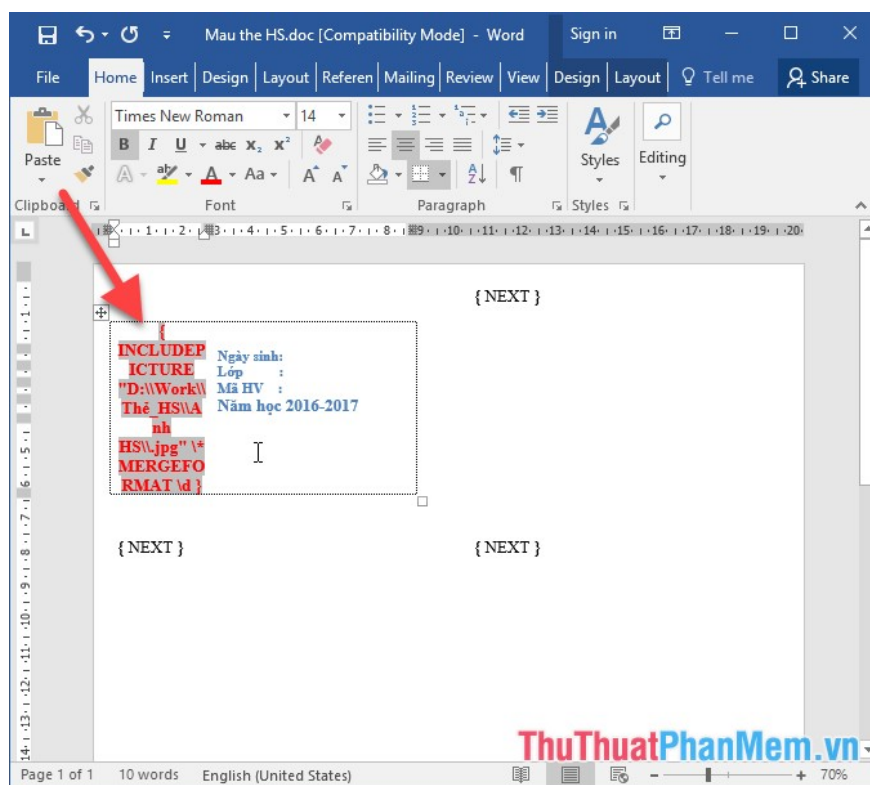
**Step 11:** Press the key combination **Alt + F9** to open the code window for the image:



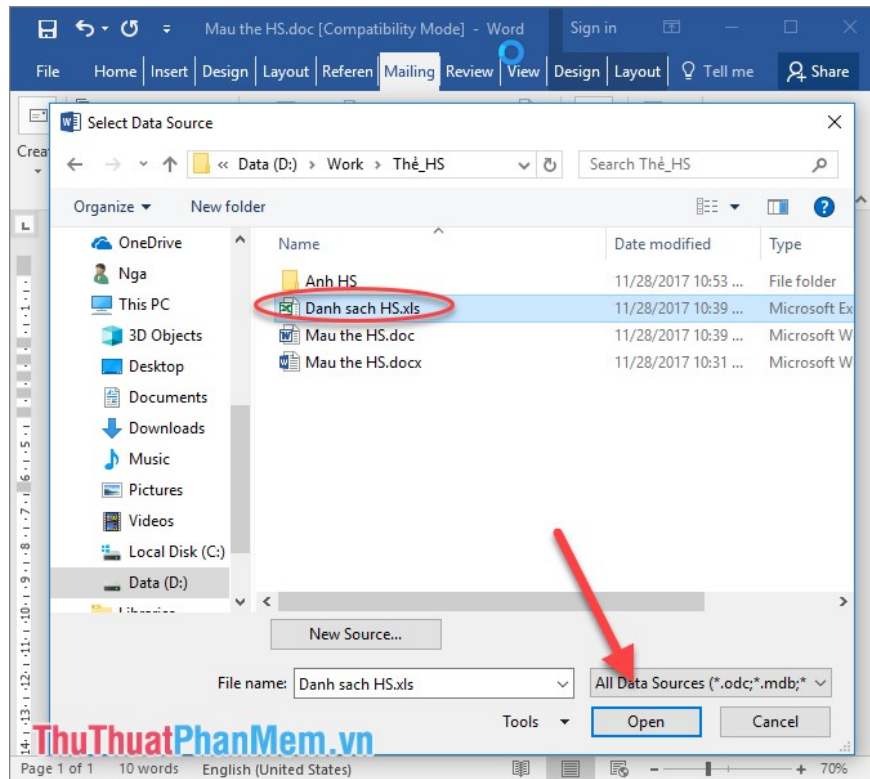
**Step 12:** Go back to the folder containing images -> Copy the path to the folder:



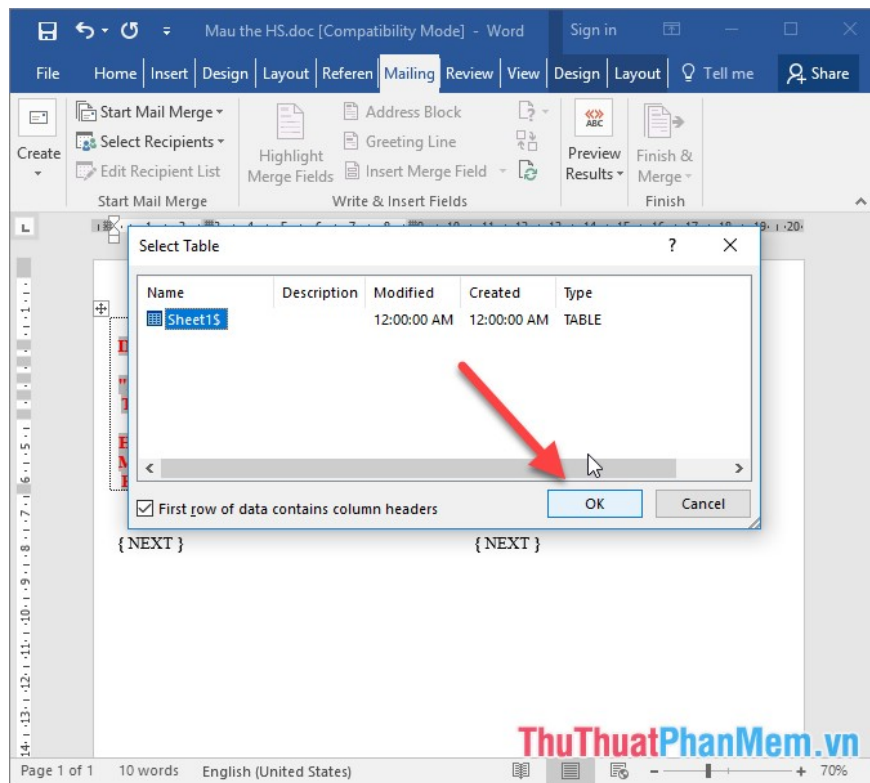
**Step 13:** Replace the path of the image file with the path of the copied folder:



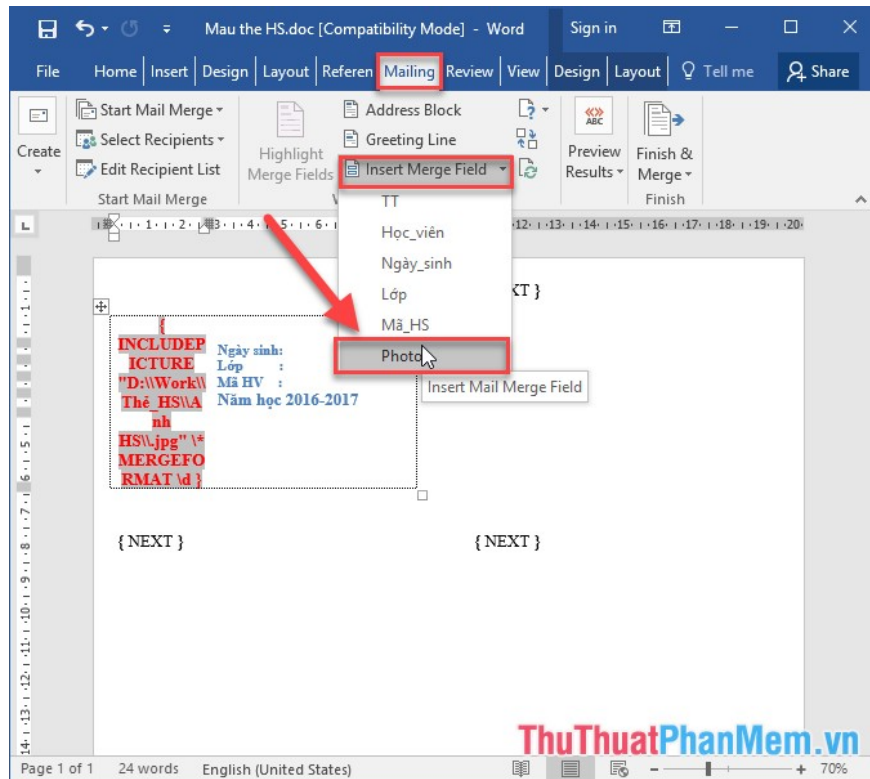
**Step 14:** In the **Mailings** tab, click **Select Recipients** -> **Use an Existing list** ( to select the Excel file containing the list to insert) -> The dialog box will appear and select the path to the Excel file containing the list:



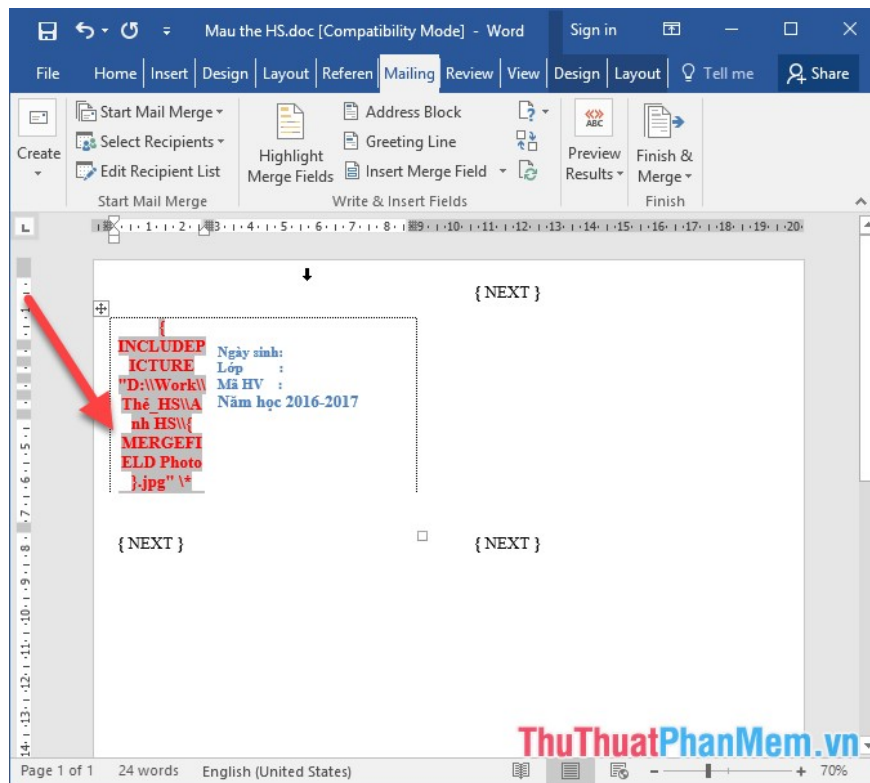
**Step 15:** Select the sheet name containing the list -> click **OK**:



**Step 16:** Place the mouse cursor at the location containing the file name of the image -> Click the **Mailings** tab -> **Insert Merge Field** -> select the **photo** field corresponding to the image file name:

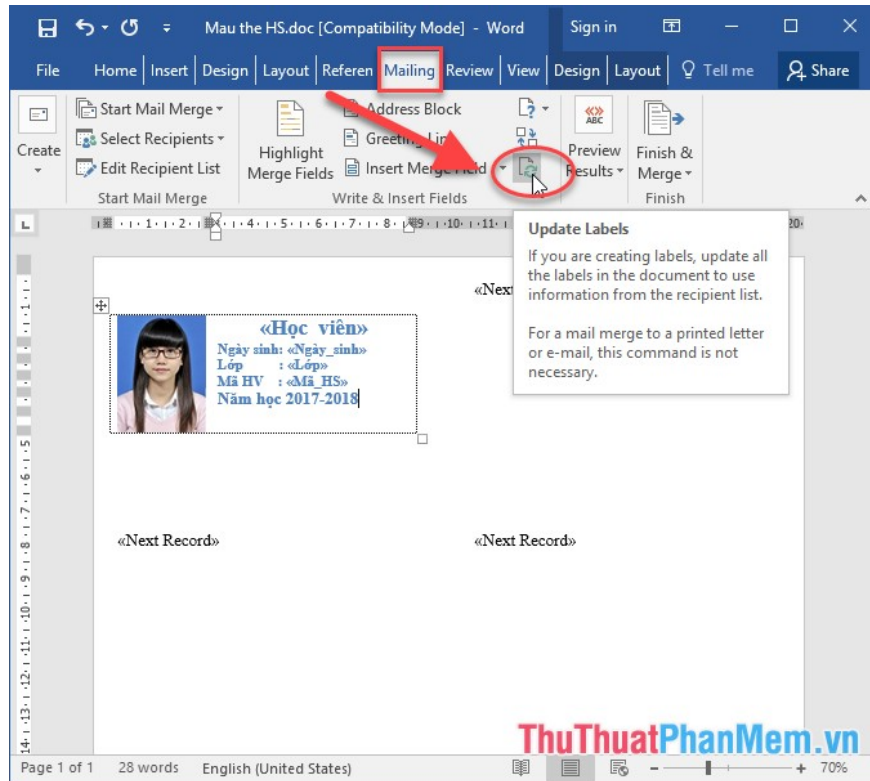


The result of inserting the Photo field into the image:

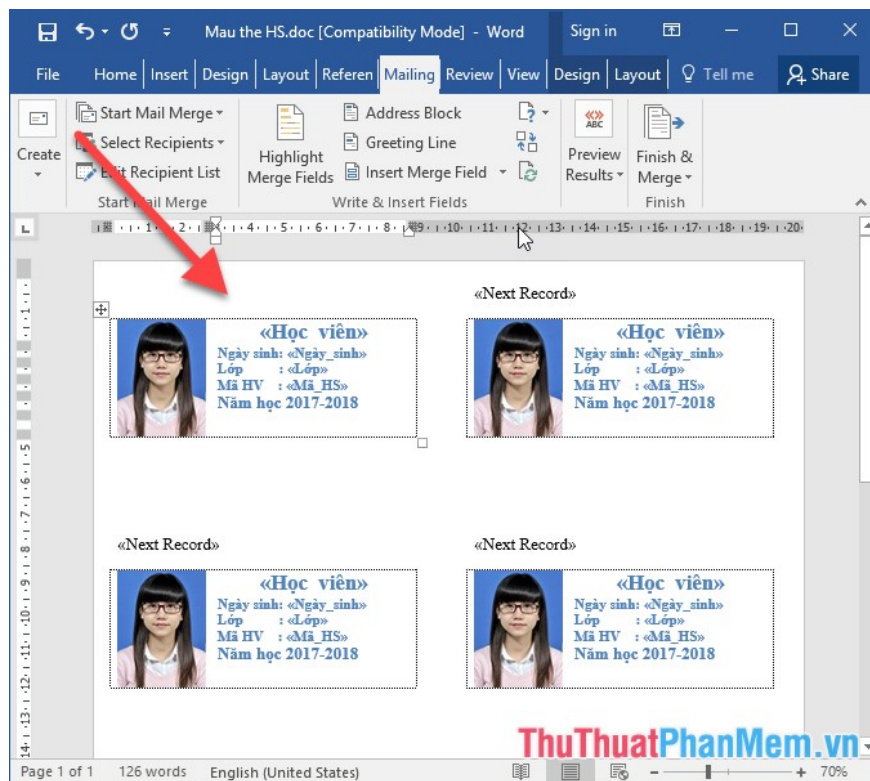


Similarly select the corresponding school for student name, date of birth .

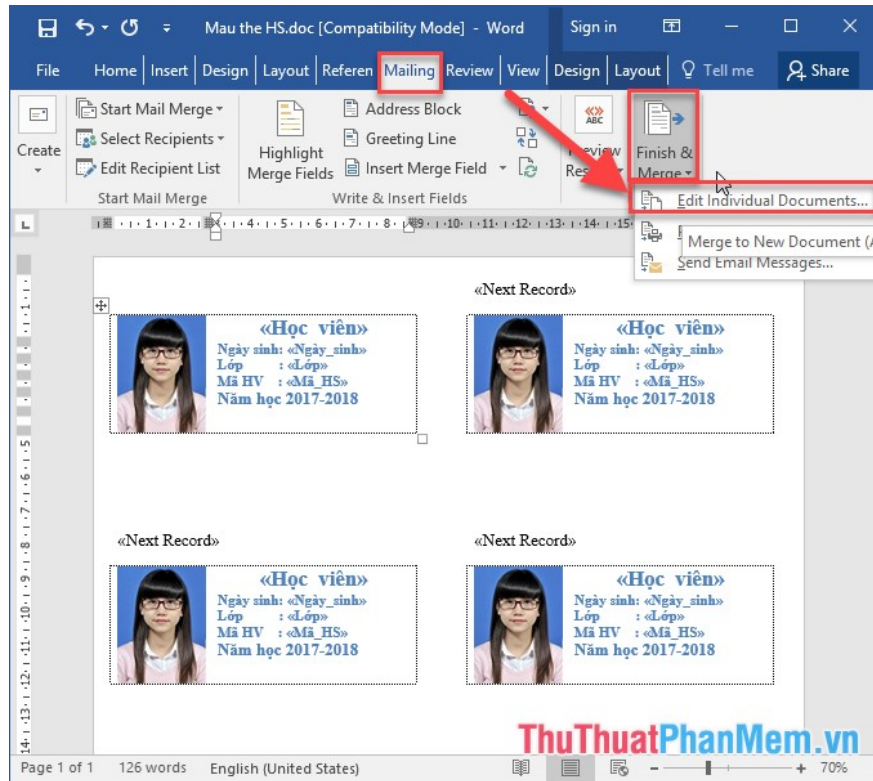
**Step 16:** Press the key combination **Alt + F9** to return to the original mode -> click the **Update labels** icon :



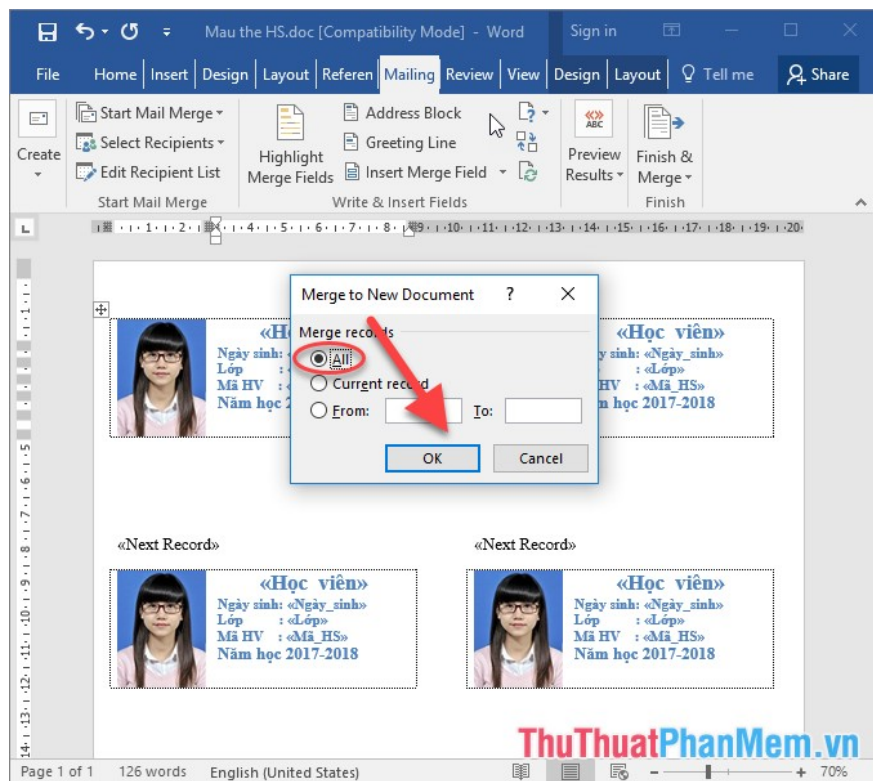
After Update labels all labels are updated:



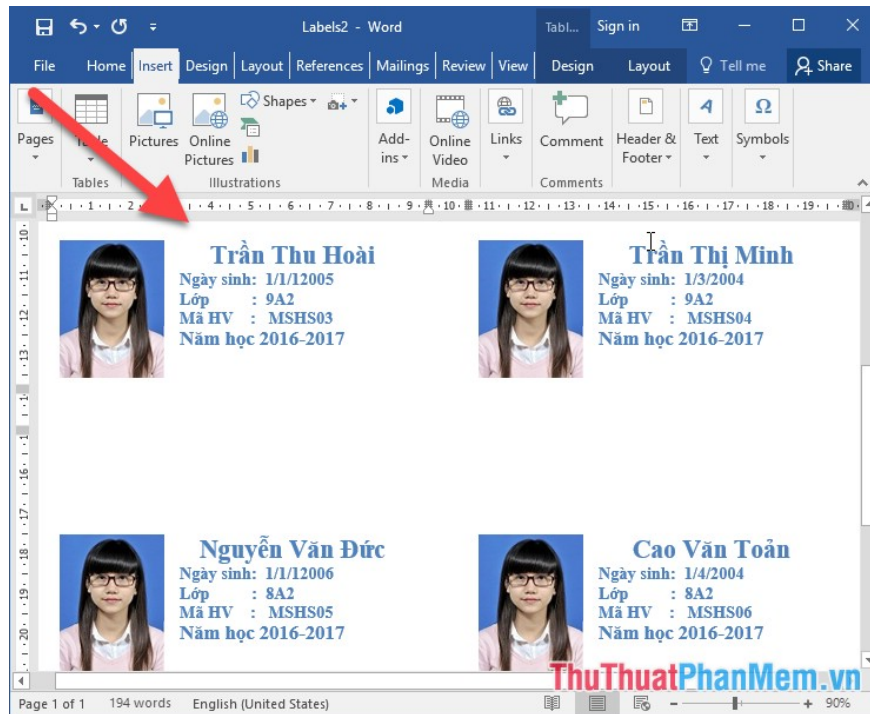
**Step 17:** Click **Finish & Merge -> Edit Individual Document** to check whether the image mixing process has been successful:



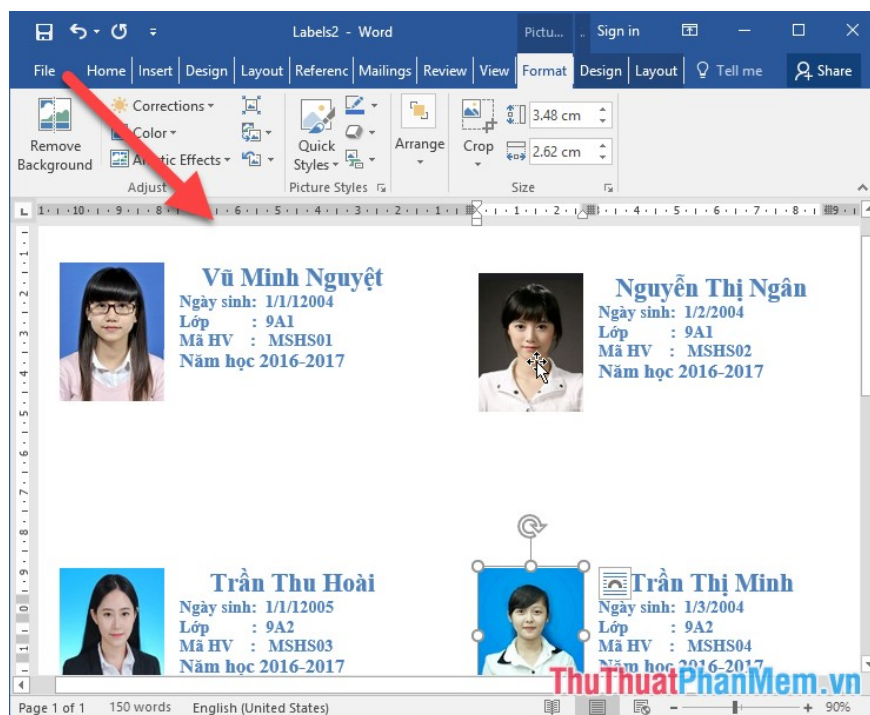
**Step 18:** Click the **All** button to preview all the labels:



Results of updating all labels:

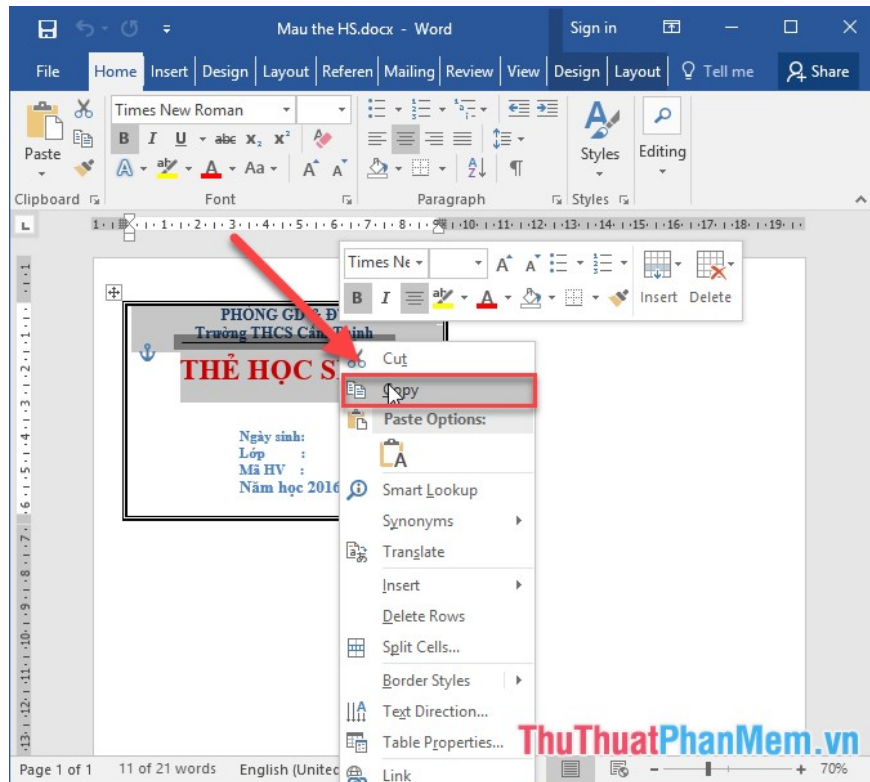


However, the image field has not been updated -> press the **F5** key to refresh -> get the results:

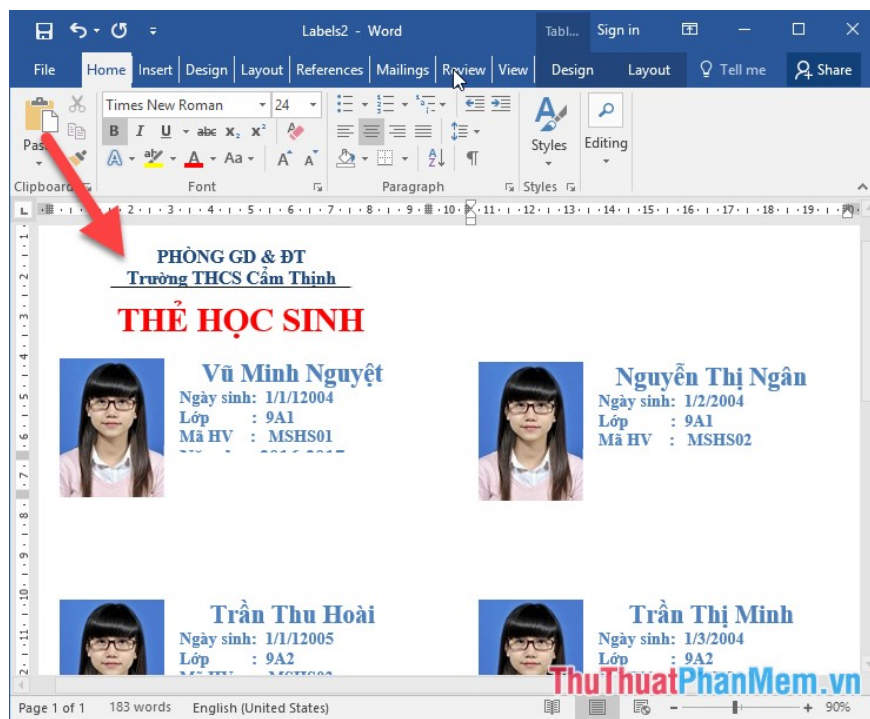


If you press F5, the image has not been updated, please check the image file path again, in the process of inserting the selected image **Link to file** or not, the file containing the sample letter is in Word 2003 format or not.

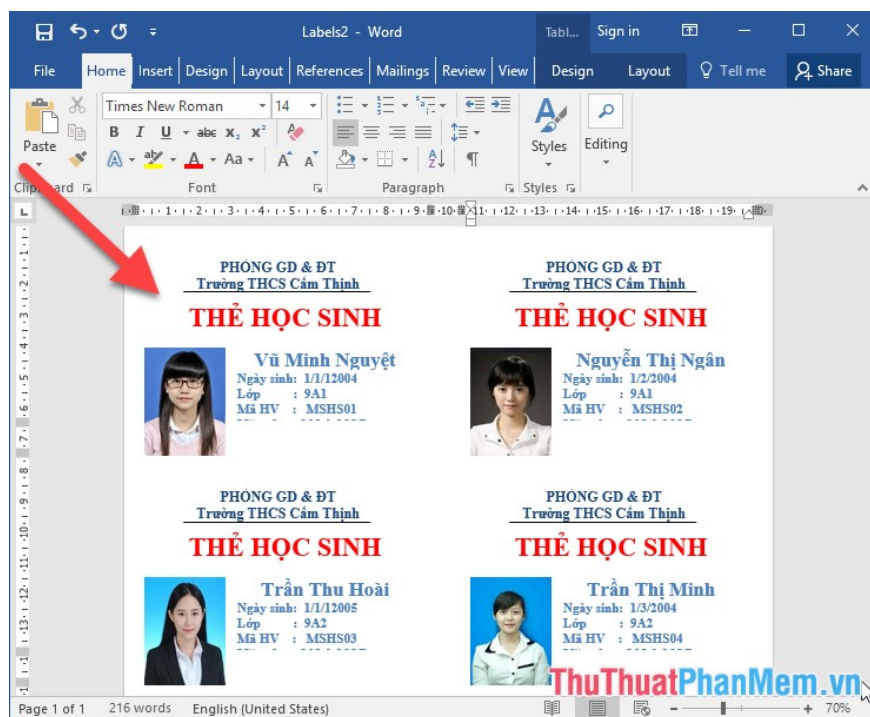
**Step 19:** Go back to the .docx file to copy the title to create student cards:



**Step 20:** Paste the contents of the first mixed card:



**Step 21:** Update the Labels for all the resulting labels:



So you've successfully merged the mail containing images, the rest you just need to **Save** the newly created file into your drive.

In the process of mail merge containing images you should note the following:

- File containing mail merge template must be in Word 2003 format (.doc)
- The name of the image file to be inserted must match and match the student order in the Excel file
- At the image insertion step, select **Link to file** mode without selecting **Insert**.

Above is a detailed guide on how to merge letters containing images in Word 2016. I wish you success!

You finished reading the article "**How to merge messages that contain images in Word 2016**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.