1/You will need to download the Barcode font from here with Word closed:

<https://www.dafont.com/search.php?q=C39hrp48>

Graphical user interface, application

Description automatically generated

Click on the download link and install.

2/Now open the word Document “Covid Vacc offline Form with Barcode V1”

It may ask you to confirm the excel that is linked

3/go to “mailings” tab at the top and this is where you can make changes to your mail merge (add/remove fields) – Click the ABC in red link to go to the design and again to show what it looks like with the lookup to the excel

Graphical user interface, application, Word

Description automatically generated

4/ Populate the excel with your data and save, then you can run the mail merge.

You can also create just labels or a much smaller card if you prefer

If you need help, I am available on : [Malcolm.railson@nhs.net](mailto:Malcolm.railson@nhs.net)