



Instructions for Printing Your Own Contact Hour Forms

Here are Contact Hour forms that can be used by chapters. They will work with Word/Excel 97-2010 versions. Complete the following steps:

- 1. Open the chapter meeting spreadsheet and complete each column with your attendance data.**
- 2. Save the document and then close it.**
- 3. Open the AWHONN California Section Contact Hr Cert Mail Merge-2013 document. This document is formatted to use with the spreadsheet.**
- 4. You may have two options:**
 - a. If a box pops up and asks you to enter a new address to your spreadsheet, then follow the instructions.
 - b. If a box pops up and wants you to link to an SQL file and asks if you want to continue, select no. The document should open.
- 5. To link to the excel spreadsheet:**
 - a. Select Mailings tab at the top
 - b. Select Recipients
 - c. Use Existing List
 - d. Enter address/location
 - e. Click open
 - f. Select spreadsheet
 - g. Open again
- 6. To print mail merge to printer:**
 - a. Mailings tab
 - b. Finish and Merge
 - c. Print Document
- 7. To save mail merge document:**
 - a. Mailings tab
 - b. Finish and Merge
 - c. Edit Individual Documents
 - d. Save new document
 - e. Print if needed
- 8. If you don't want to use the mail merge document, then open the fillable form. You can fill out with or without names and license number and email or print for participants.**

Please send Christine the filled in form saved as: (name of file-Chapter-Date of Meeting) along with the sign in sheet with RN license, Meeting Flyer, Objectives, Speaker CV, and Evaluations.

Thank you