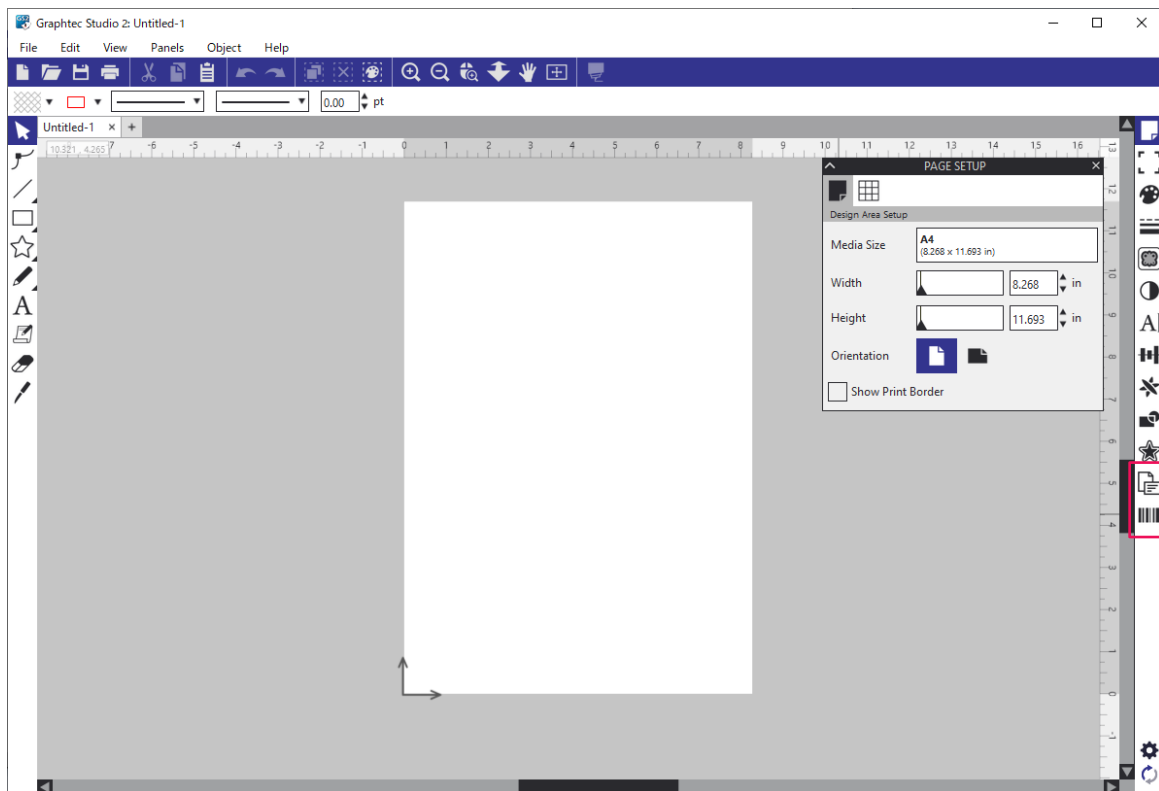


Graphtec Studio 2 Mail Merge Function

OPS686-AUM-151

1.1 About the Mail Merge Panel

Operations related to Mail Merge are performed using the panels on the right side of the screen.



Mail Merge Panel

The Mail Merge Panel allows you to create and print personalized documents with a data source.



Mail Merge Barcode Panel

The Mail Merge Barcode Panel allows you to create and print barcodes and QR codes with a data source.

1.2 How to print by replacing placeholders in the template with texts in a data source (using the Mail Merge function)

You can use the mail merge feature to create personalized documents with a data source to replace placeholders in the template with specific information.

1. Create the data to be imported by mail merge in CSV file format in advance.

	A	B	C	D	E
1	USER ID	USER NAME	EMAIL	PHONE	URL
2	A01001	User Name1	user_name1@test.mail	1111-1111-1111	mail_merge_test_1111
3	A01002	User Name2	user_name2@test.mail	2222-2222-2222	mail_merge_test_2222
4	A01003	User Name3	user_name3@test.mail	3333-3333-3333	mail_merge_test_3333
5	A01004	User Name4	user_name4@test.mail	4444-4444-4444	mail_merge_test_4444
6	A01005	User Name5	user_name5@test.mail	5555-5555-5555	mail_merge_test_5555
7	A01006	User Name6	user_name6@test.mail	6666-6666-6666	mail_merge_test_6666

Please download the sample data file published on the following page for reference.

<For Windows>

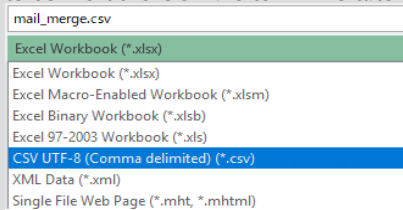
https://www.graphteccorp.com/download/gs2_w/

<For macOS>

https://www.graphteccorp.com/download/gs2_m/

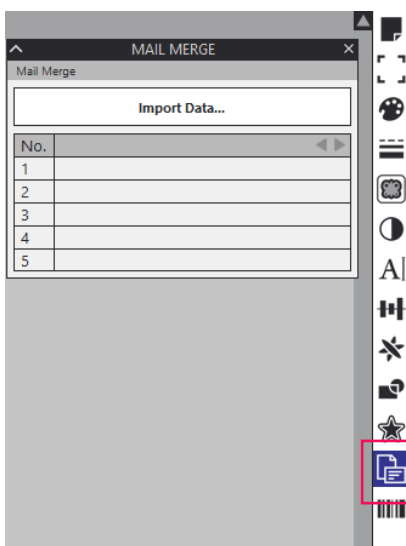
Supplement

- The character encoding for the CSV file must be either ASCII or UTF-8.
In addition, you must comply with the character restrictions of Code39 or QR code.
- When creating a UTF-8 CSV file in Excel, specify the settings shown below when saving the file.
However, some versions of Excel do not have this setting. In that case, please use other software to convert the CSV file to UTF-8 after saving it.

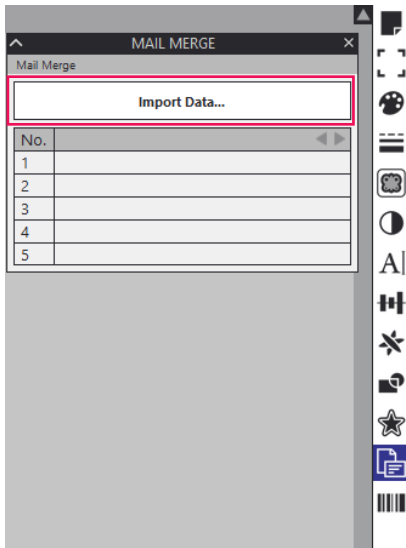


- The first row of data in the CSV file is treated as the "symbol name" (described later).
"Symbol name" is a string that changes according to the imported CSV file.
- The first row of data in the CSV file does not need to be enclosed in "\${}" to represent symbols (described later).

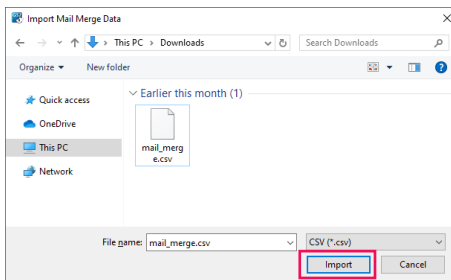
2. Select the "Mail Merge" panel to display the "MAIL MERGE" screen.



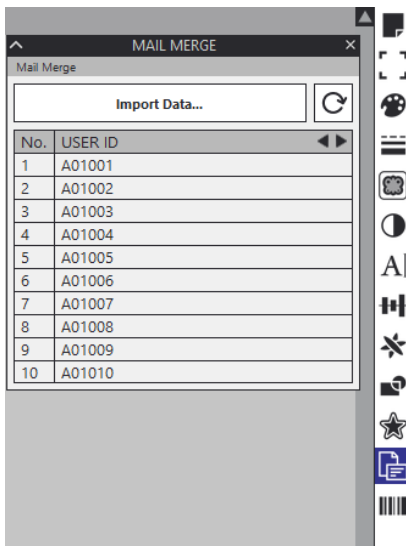
3. Select the "Import Data" button to display the "Import Mail Merge Data" screen.




4. Select the CSV data file created in step 1 and click the "Import" button.



5. The data will be imported.



If you click  icon after updating the original CSV file, the data that has already been imported will also be updated.

- Using the Text tool to create a template for inserting data from the CSV file during printing.
The first row in the CSV file is set as the symbol name in the text.
Enclose the symbol name in \${ }.

	A	B	C	D	E
1	USER ID	USER NAME	EMAIL	PHONE	URL
2	A01001	User Name1	user_name1@test.mail	1111-1111-1111	mail_merge_test_1111
3	A01002	User Name2	user_name2@test.mail	2222-2222-2222	mail_merge_test_2222
4	A01003	User Name3	user_name3@test.mail	3333-3333-3333	mail_merge_test_3333
5	A01004	User Name4	user_name4@test.mail	4444-4444-4444	mail_merge_test_4444
6	A01005	User Name5	user_name5@test.mail	5555-5555-5555	mail_merge_test_5555
7	A01006	User Name6	user_name6@test.mail	6666-6666-6666	mail_merge_test_6666

① This is fixed text. It explains the symbol name, etc.

② Surround the text in the first cell with \${}.

This will link the symbol (the string surrounded by \${}) to the first data in the CSV file.

Data from the second row onwards related to the specified symbol name will be inserted in order when printed.

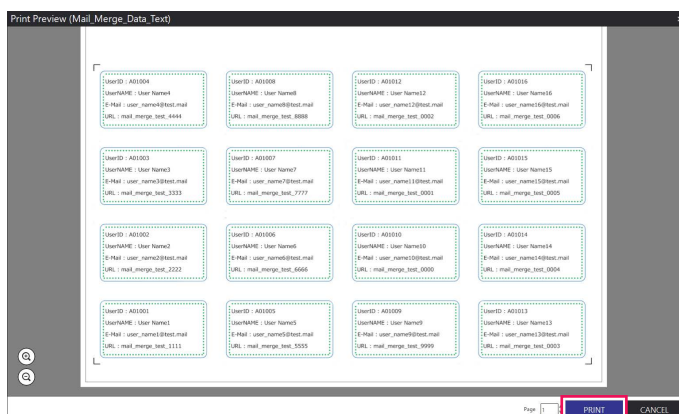


Be sure to specify a color to fill in the text data so that it will appear in the print preview.

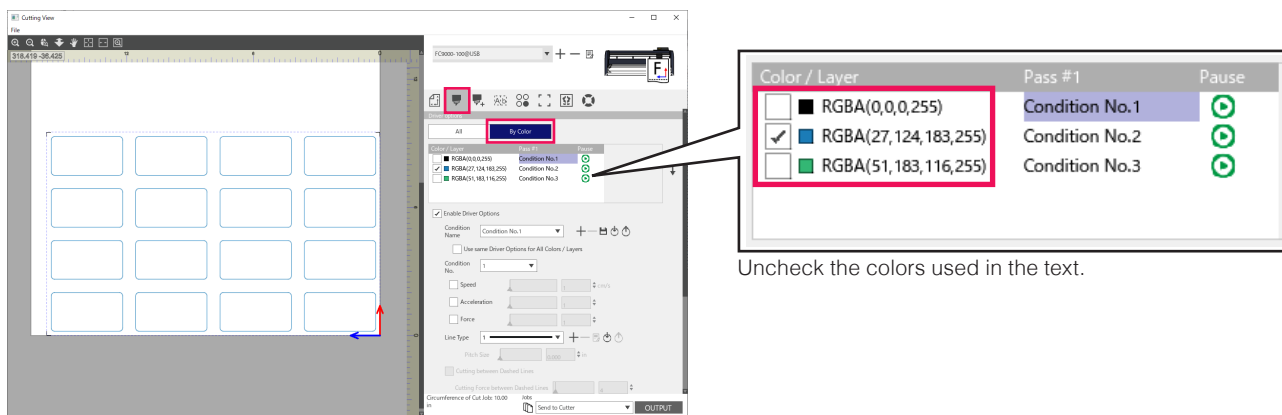
- Display the print preview and verify that the data from the CSV file has been inserted.



- Click the "PRINT" button to print.



9. In the "Cutting View" screen, configure it to prevent the mail-merged texts from being cut. After loading the print media into the cutting plotter, if you cut the mail-merged print data directly from the "Cutting View" screen, the outlines of text, such as symbol names, will also be cut. To exclude text like symbol names from being cut, use the "By Color" option in the "Option" tab of the "Cutting View" screen.



For detailed information, please refer to "6.3 Adjust and Fine-tune the Cutting Conditions" under "Assigning/ Outputting Cutting Conditions for Each Color or Layer" in the Graphtec Studio 2 instruction manual. You can access the Graphtec Studio 2 instruction manual through the "Help" menu by selecting "User's Manual."



The function referred to as "for Each Color or Layer" is only available in Cutting Master 5 and is not an option under "By Layer" in Graphtec Studio 2.

10. Cut the printed media.



For detailed cutting procedures, refer to the Graphtec Studio2 instruction manual.

1.3 How to print barcodes and QR codes by replacing placeholders in the template with texts in a data source (using the Mail Merge Barcode function)

You can use the mail merge barcode feature to create barcodes and QR codes with a data source to replace placeholders in the template with specific texts.



Please note that the barcodes shown in this chapter are barcodes for printing, not for cutting, which you place on the registration marks screen.

1. Create the data to be imported by mail merge in CSV file format in advance.

	A	B	C	D	E
1	USER ID	USER NAME	EMAIL	PHONE	URL
2	A01001	User Name1	user_name1@test.mail	1111-1111-1111	mail_merge_test_1111
3	A01002	User Name2	user_name2@test.mail	2222-2222-2222	mail_merge_test_2222
4	A01003	User Name3	user_name3@test.mail	3333-3333-3333	mail_merge_test_3333
5	A01004	User Name4	user_name4@test.mail	4444-4444-4444	mail_merge_test_4444
6	A01005	User Name5	user_name5@test.mail	5555-5555-5555	mail_merge_test_5555
7	A01006	User Name6	user_name6@test.mail	6666-6666-6666	mail_merge_test_6666

Please download the sample data file published on the following page for reference.

<For Windows>

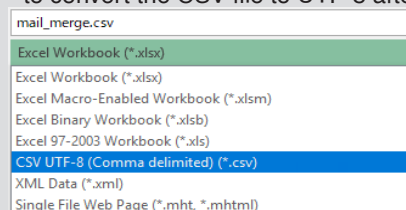
https://www.graphteccorp.com/download/gs2_w/

<For macOS>

https://www.graphteccorp.com/download/gs2_m/

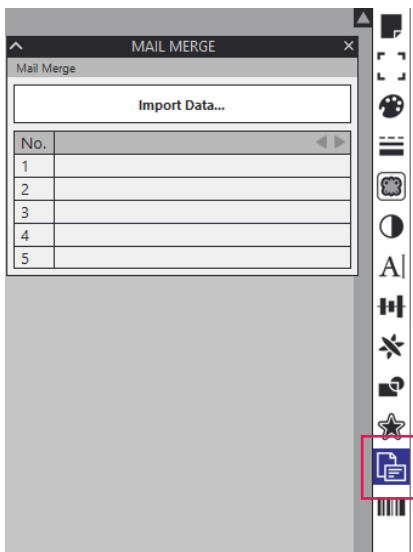


- The character encoding for the CSV file must be either ASCII or UTF-8.
In addition, you must comply with the character restrictions of Code39 or QR code.
- When creating a UTF-8 CSV file in Excel, specify the settings shown below when saving the file.
However, some versions of Excel do not have this setting. In that case, please use other software to convert the CSV file to UTF-8 after saving it.

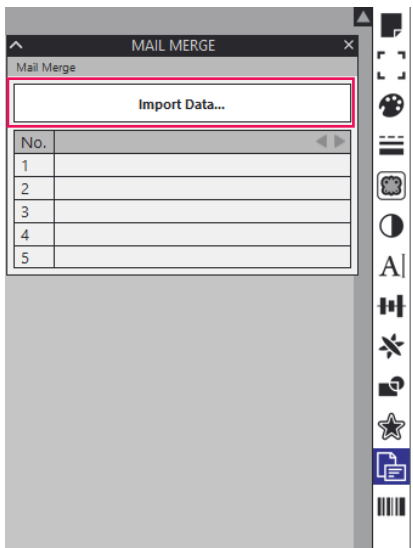


- The first row of data in the CSV file is treated as the "symbol name" (described later).
"Symbol name" is a string that changes according to the imported CSV file.
- The first row of data in the CSV file does not need to be enclosed in "\${}" to represent symbols (described later).

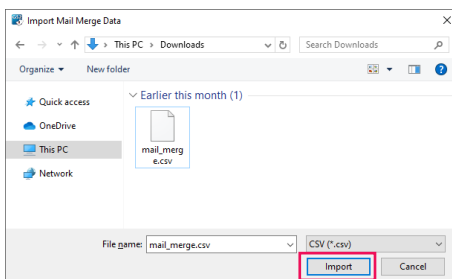
2. Select the "Mail Merge" panel to display the "MAIL MERGE" screen.



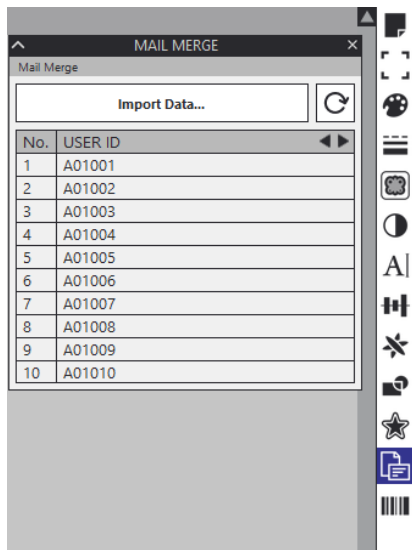
3. Select the "Import Data" button to display the "Import Mail Merge Data" screen.



4. Select the CSV data file created in step 1 and click the "Import" button.

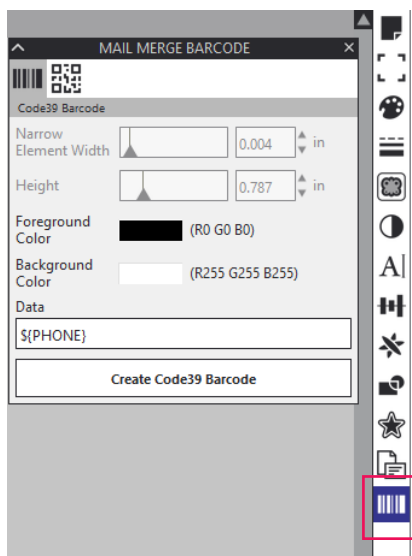


5. The data will be imported.

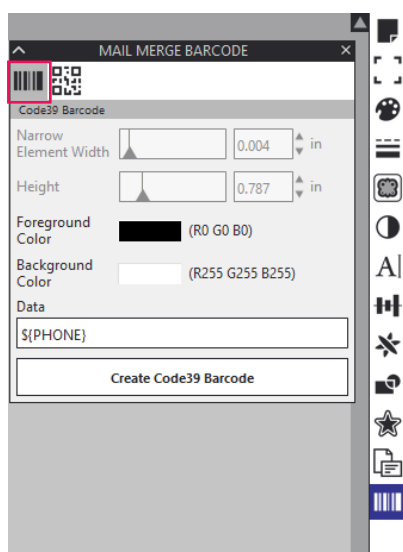


If you click  icon after updating the original CSV file, the data that has already been imported will also be updated.

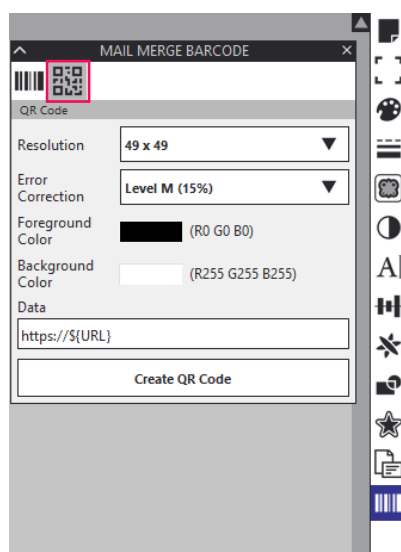
6. Select the "Mail Merge Barcode" panel and display the "MAIL MERGE BARCODE" panel.



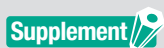
7. To create a barcode, select the "Code39 Barcode" tab and display the "Code39 Barcode" panel. To create a QR code, select the "QR Code" tab and display the "QR Code" panel.



Code39 Barcode



QR Code



Code39 barcodes do not automatically generate human readable, so use the mail merge text tool to create them as needed.

8. Set the text to be converted into a barcode or QR code in "Data". The first row in the CSV file is set as the symbol name in "Data". Enclose the symbol name in `{ }`.

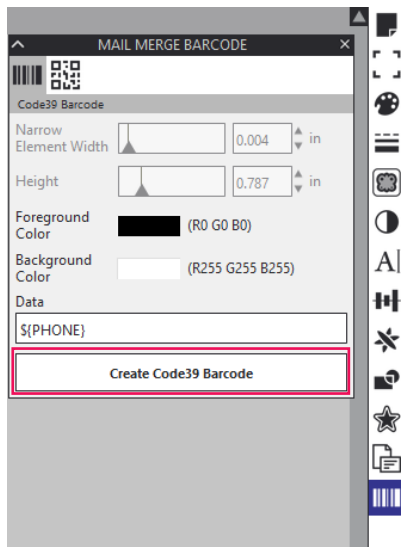
Data	A	B	C	D	E
https://\$(URL)	1	USER ID	USER NAME	EMAIL	PHONE
	2	A01001	User Name1	user_name1@test.mail	1111-1111-1111
	3	A01002	User Name2	user_name2@test.mail	2222-2222-2222
	4	A01003	User Name3	user_name3@test.mail	3333-3333-3333
	5	A01004	User Name4	user_name4@test.mail	4444-4444-4444
	6	A01005	User Name5	user_name5@test.mail	5555-5555-5555
	7	A01006	User Name6	user_name6@test.mail	6666-6666-6666

- ① This is fixed text. Set such as the common string for the link destination.
 ② Surround the text in the first cell with `{ }`.

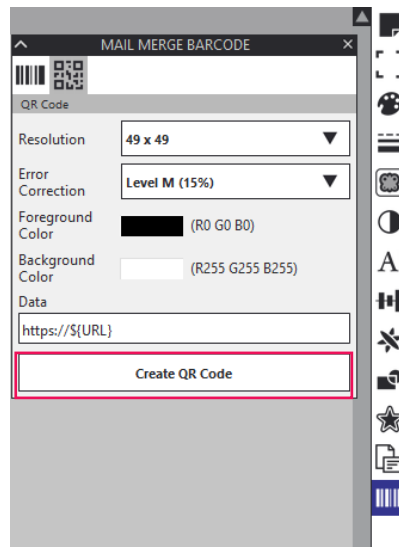
This will link the symbol (the string surrounded by `{ }`) to the first data in the CSV file.

The data from the second row onwards linked to the specified symbol name will be inserted in order during printing and reflected in the barcode or QR code.

9. Click the "Create Code39 Barcode" or "Create QR Code" button.



Code39 Barcode



QR Code

10. Drag the mouse over the design screen to place a temporary barcode or QR code. Adjust the position or duplicate it to reflect it in your design.



11. Display the print preview and confirm that each barcode or QR code has been changed.



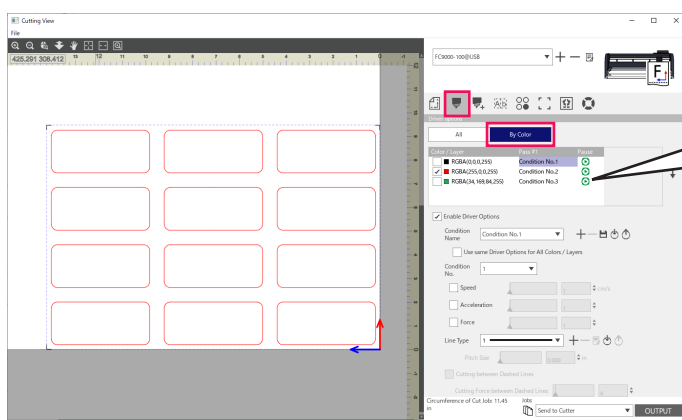
12. Click the "PRINT" button to print.



Supplement

Before printing all pages, please print one test page first to ensure that the barcode or QR code can be scanned correctly. Depending on the size of the objects or the printer's accuracy, the barcode or QR code on the printed material may not scan properly.

13. In the "Cutting View" screen, configure it to prevent the placed barcodes or QR codes from being cut. After loading the print media into the cutting plotter, if you cut the barcode or QR code data directly from the "Cutting View" screen, the outline of the barcode or QR code will also be cut. To exclude the barcode or QR code from being cut, use the "By Color" option in the "Option" tab of the "Cutting View" screen.



Color / Layer	Pass #1	Pause
<input type="checkbox"/> RGB(0,0,0,255)	Condition No.1	<input type="checkbox"/>
<input checked="" type="checkbox"/> RGB(255,0,0,255)	Condition No.2	<input type="checkbox"/>
<input checked="" type="checkbox"/> RGB(34,169,84,255)	Condition No.3	<input type="checkbox"/>

Uncheck the colors used in the text.

For detailed information, please refer to "6.3 Adjust and Fine-tune the Cutting Conditions" under "Assigning/ Outputting Cutting Conditions for Each Color or Layer" in the Graphtec Studio 2 instruction manual. You can access the Graphtec Studio 2 instruction manual through the "Help" menu by selecting "User's Manual."

Supplement

The function referred to as "for Each Color or Layer" is only available in Cutting Master 5 and is not an option under "By Layer" in Graphtec Studio 2.

14. Cut the printed media.

Supplement

For detailed cutting procedures, refer to the Graphtec Studio 2 instruction manual.