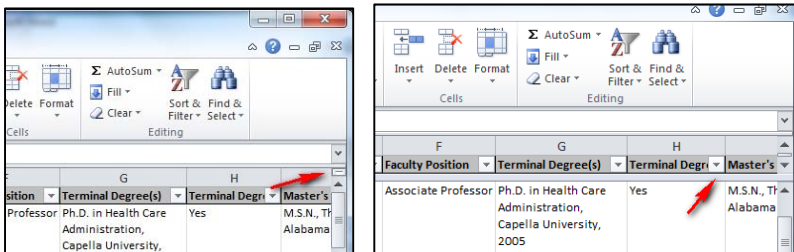# Instructions for Editing the Department Credentials Database and Producing MS Word Faculty Credential Certification Forms (FCC Forms)

1. Open the MS Excel Department Credentials Database and find the fields needing edits. To more easily do this, two things can be done: 1) use the **filter function** at the top of each column, and 2) use the **horizontal split screen** function.

2. To use the **filter function** to find specific data, click on the drop down menu icon associated with the column headings (left snippet below), deselect all choices in column by clicking on the "(Select All)" box (middle snippet below), then click on the faculty name needing edits (right snippet below).
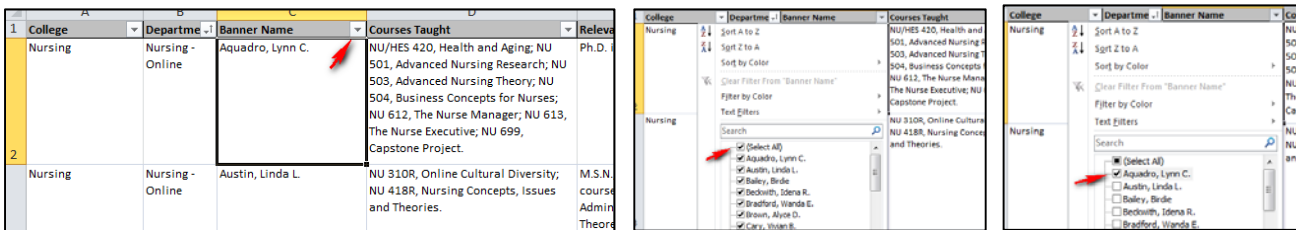
3. To keep the column headings in view as you make your edits, you must use the **horizontal split screen function**. To use this function, put the cursor on the split screen icon just above the scroll bar column (left snippet below), hold left mouse down and pull the split screen bar down just below the column headings row (right snippet below).


4. Now make your edits (e.g., add a new course assignment) and save (see snippet below).


5. Once all the edits have been made **and saved** in the database, select the MS Word file "**Merge Form -- FCC Form -- 1 page**" if there are **no data** in the field "Other Qualifications" **OR** select "**Merge Form -- FCC Form -- 2 page**" if there **are data** in the field "Other Qualifications" (e.g., see snippet below).

6. When the Word file opens you may see the window with a question (snippet below). **Click on the no button** and continue.
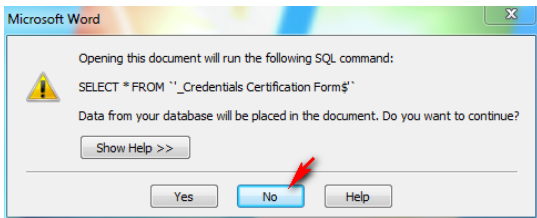

7. Now click on the "Mailings" tab in the menu bar of the merge Word file and choose the drop down arrow at the bottom of the "Start Mail Merge" button and then select "step by step wizard" (see snippet below).
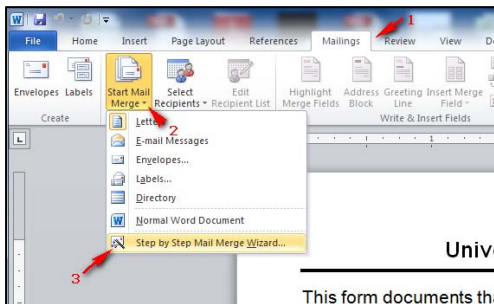

8. At the bottom right corner of the merge Word file window click on the text "Next: Starting document" (left snippet below) until the "Browse" icon and "Edit recipient list…." text appears in the "Mail Merge" window (right snippet below) on the right side of the window (i.e., "Step 3 of 6").
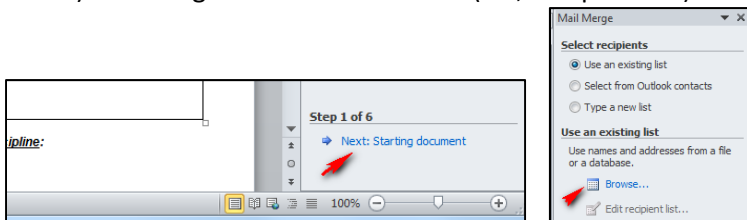

9. Now select the "Browse" icon from the "Mail Merge" window (right snippet above) and find the spreadsheet you want to use to produce the FCC forms. For this example, the spreadsheet I selected (arrow in snippet below) was put in a folder called "FCC merge Forms 1_6_2012".
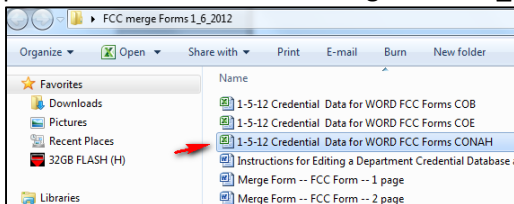
10. Following the selection of the database for merging, a new window (i.e., "Mail Merge Recipients") will open that will allow you to select the faculty that you want to produce a FCC form for (left snippet below). To select specific faculty, you must first remove the check mark in the "Data Source" box (simply click on it) which deselects all the names and then check the boxes for the faculty that you want FCC for (right snippet below). Then click the "OK" button at the bottom of the window.
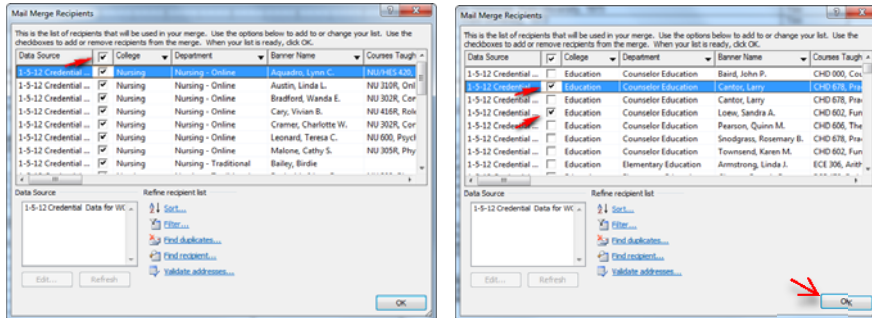

11. After selecting the faculty names and clicking the "OK" button, the merge Word file window will open showing the merge fields that are used from the Excel database to fill the FCC form (smaller arrow in snippet below). Now all that is needed is to click on the "Preview Results" button (larger arrow in snippet below) to see the filled in FCC form.
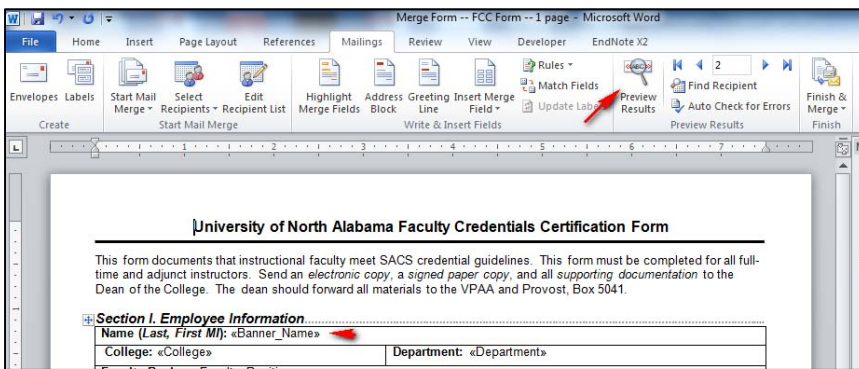
12. Now you will see the data from the database in the respective merged fields of the FCC form and you are ready to print and produce electronic FCC forms.
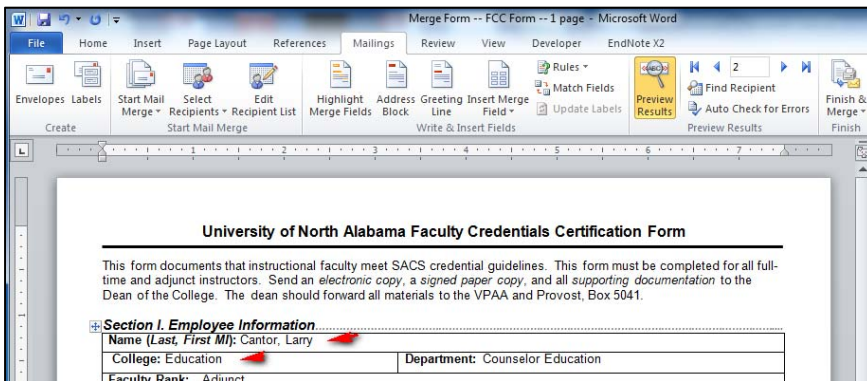
11. To print the FCC form, select the "File" tab and then select "Print." To produce the electronic FCC form, select "Save As" and use the faculty member's last name for the file name (see snippet below)
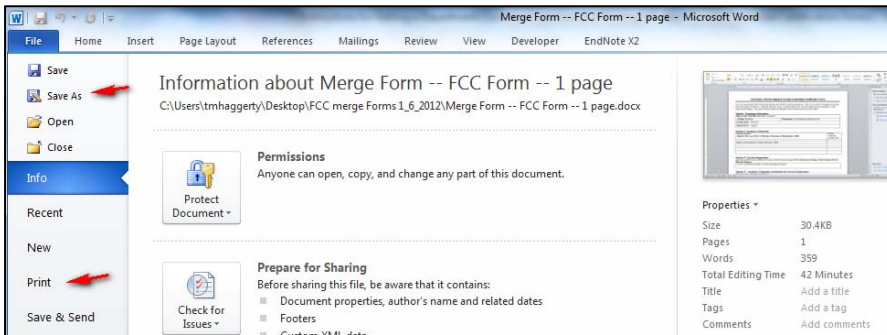
***Please remember that if changes are made in the Word FCC form they are NOT made in the Excel Department Credential Database. You must make the changes in the Excel database BEFORE you open the merge Word files or the Department Credentials Database will not remain current and this defeats one of the primary reasons for keeping the databases (i.e., to insure that the Department Credentials Database is the same as the VPAA Credentials Database).