



imprint plus
free your identity

Working with MS Word templates to create your personalized badges

Technical Support

techsupport@imprintplus.com

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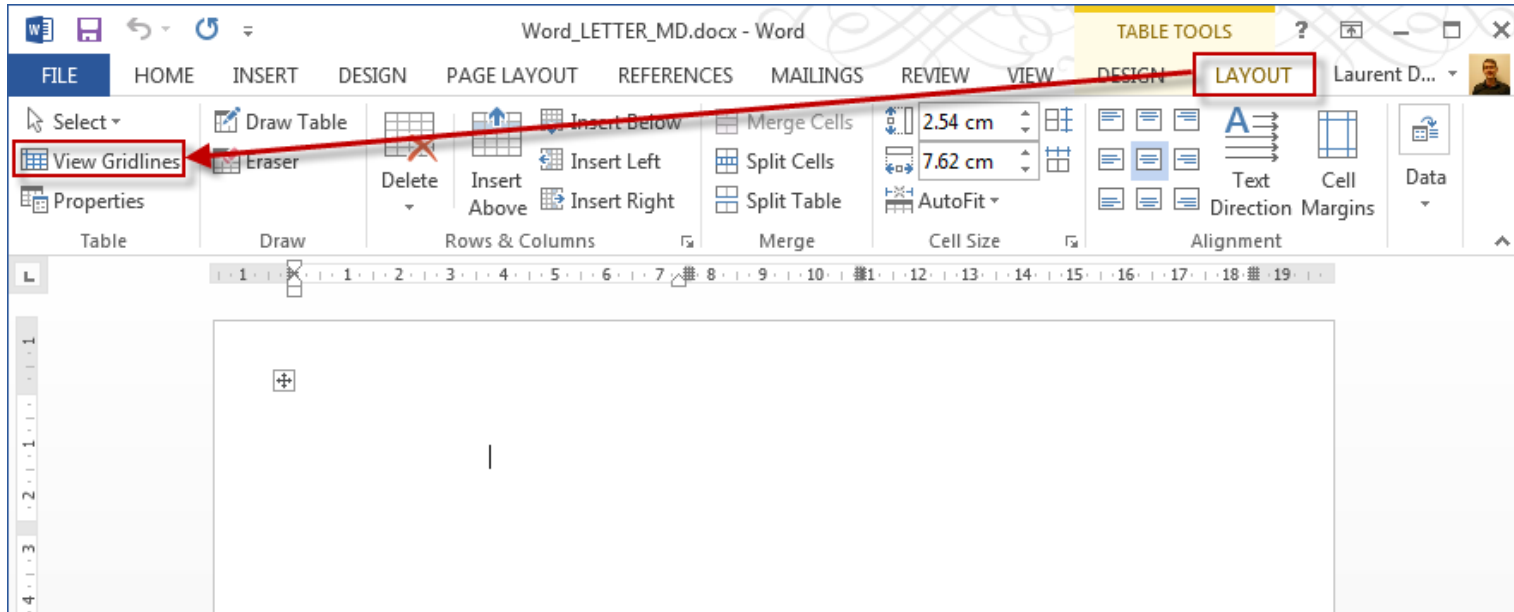
Office. 1-866-540-5417 Option 5

Local. 604.278.7147 Option 5

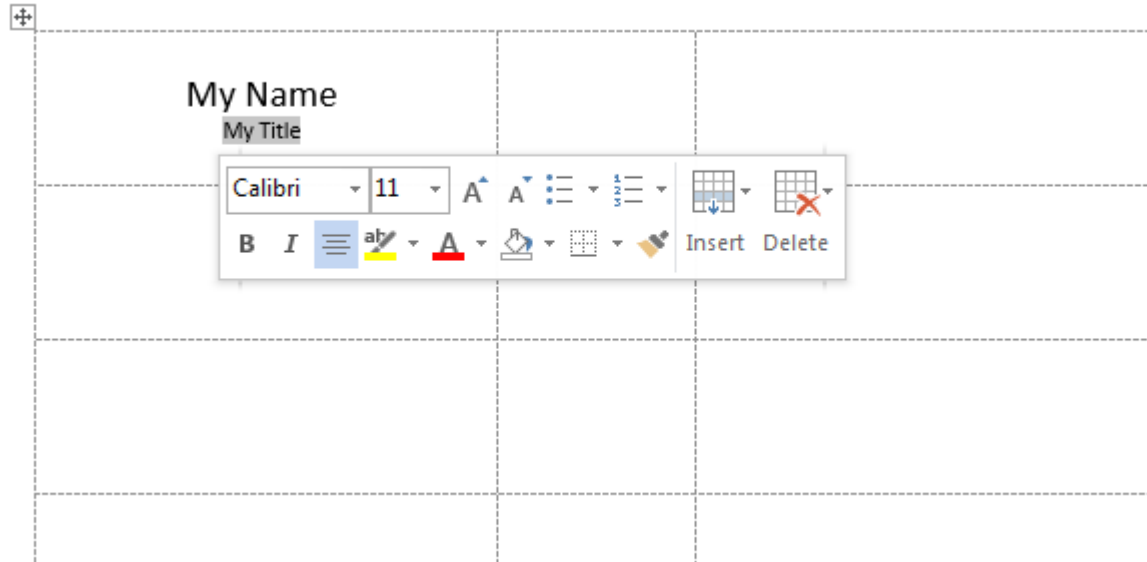
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Enable the gridlines

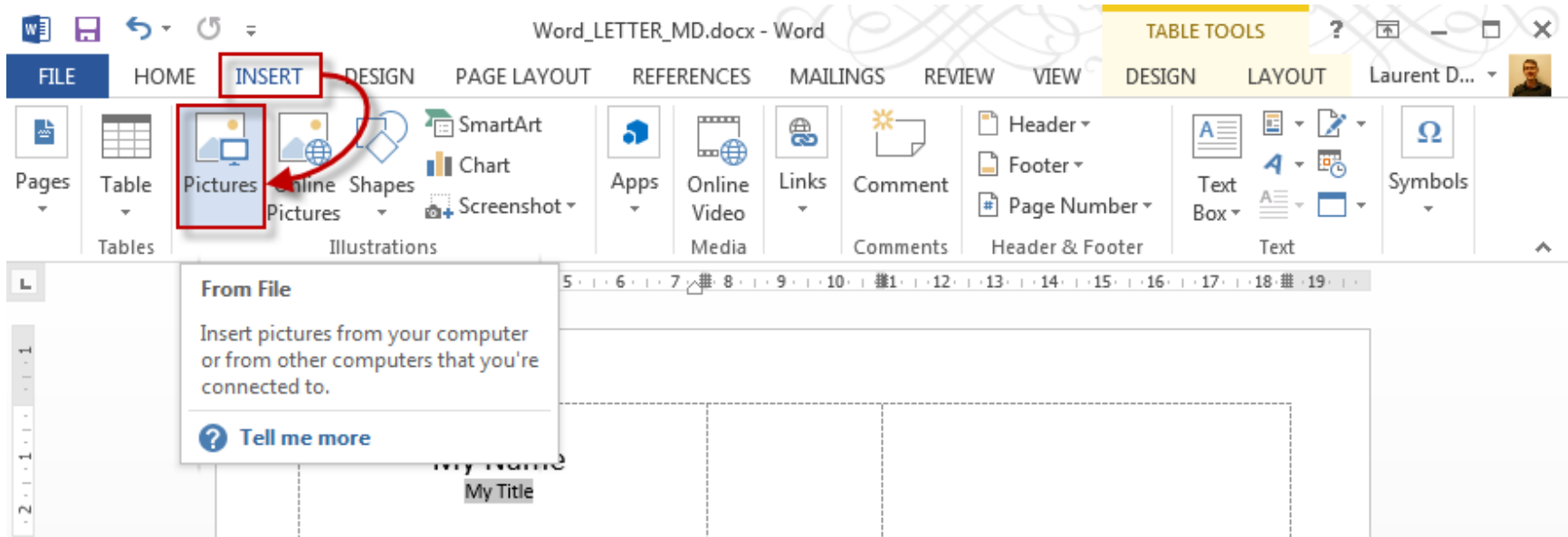


Enter text and format the cells as you see fit

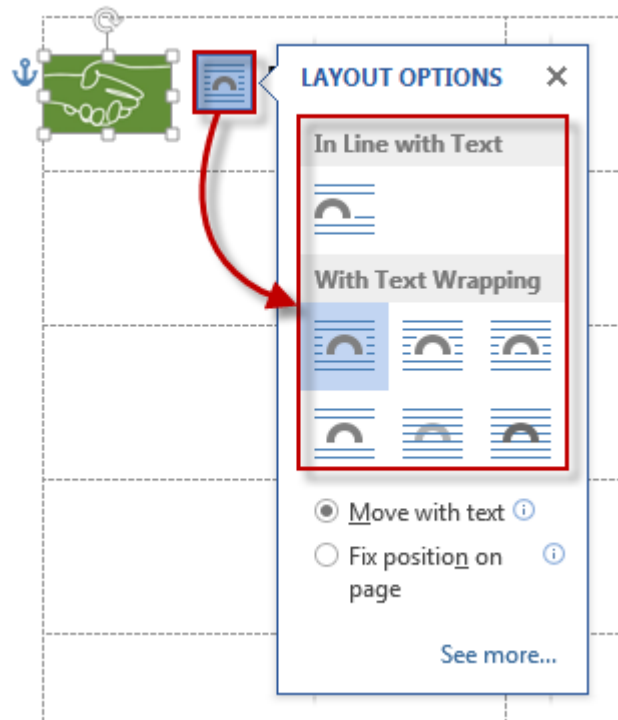


The image shows a screenshot of a text editor interface. At the top left, there is a small icon of a plus sign inside a square. Below it, a grid is displayed with dashed lines. The first cell of the grid contains the text "My Name" in a large font, and "My Title" in a smaller font below it. A formatting toolbar is overlaid on the grid, showing various options: font face (Calibri), font size (11), bold (A), italic (A), text color (blue), background color (yellow), text color (red), text color (black), text color (white), text color (green), text color (purple), text color (orange), text color (pink), text color (brown), text color (grey), text color (light blue), text color (light green), text color (light purple), text color (light orange), text color (light pink), text color (light brown), text color (light grey), text color (light blue), text color (light green), text color (light purple), text color (light orange), text color (light pink), text color (light brown), text color (light grey). The toolbar also includes "Insert" and "Delete" buttons.

Adding a logo to your name badges:

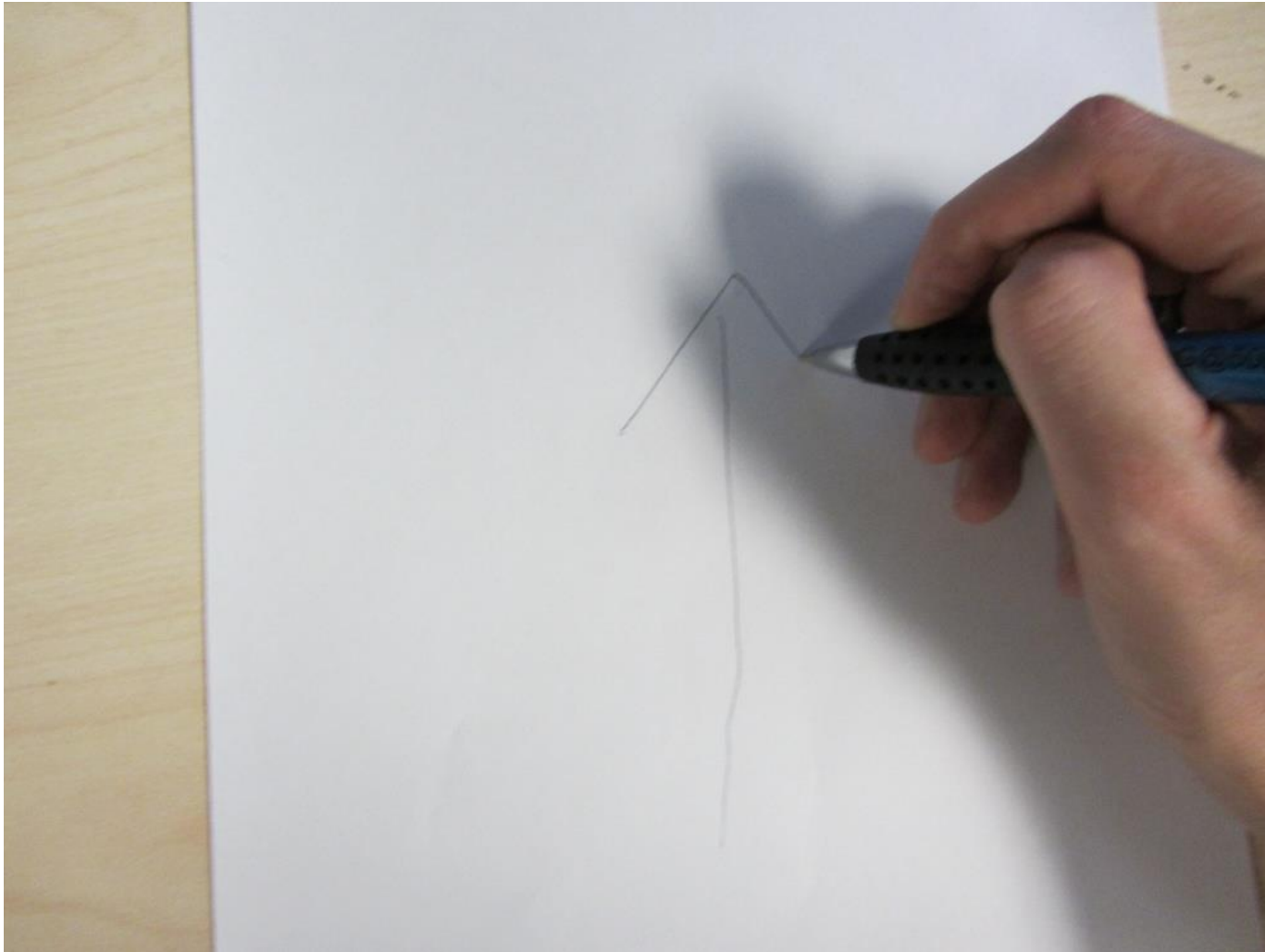


Make sure the picture wraps the way you want

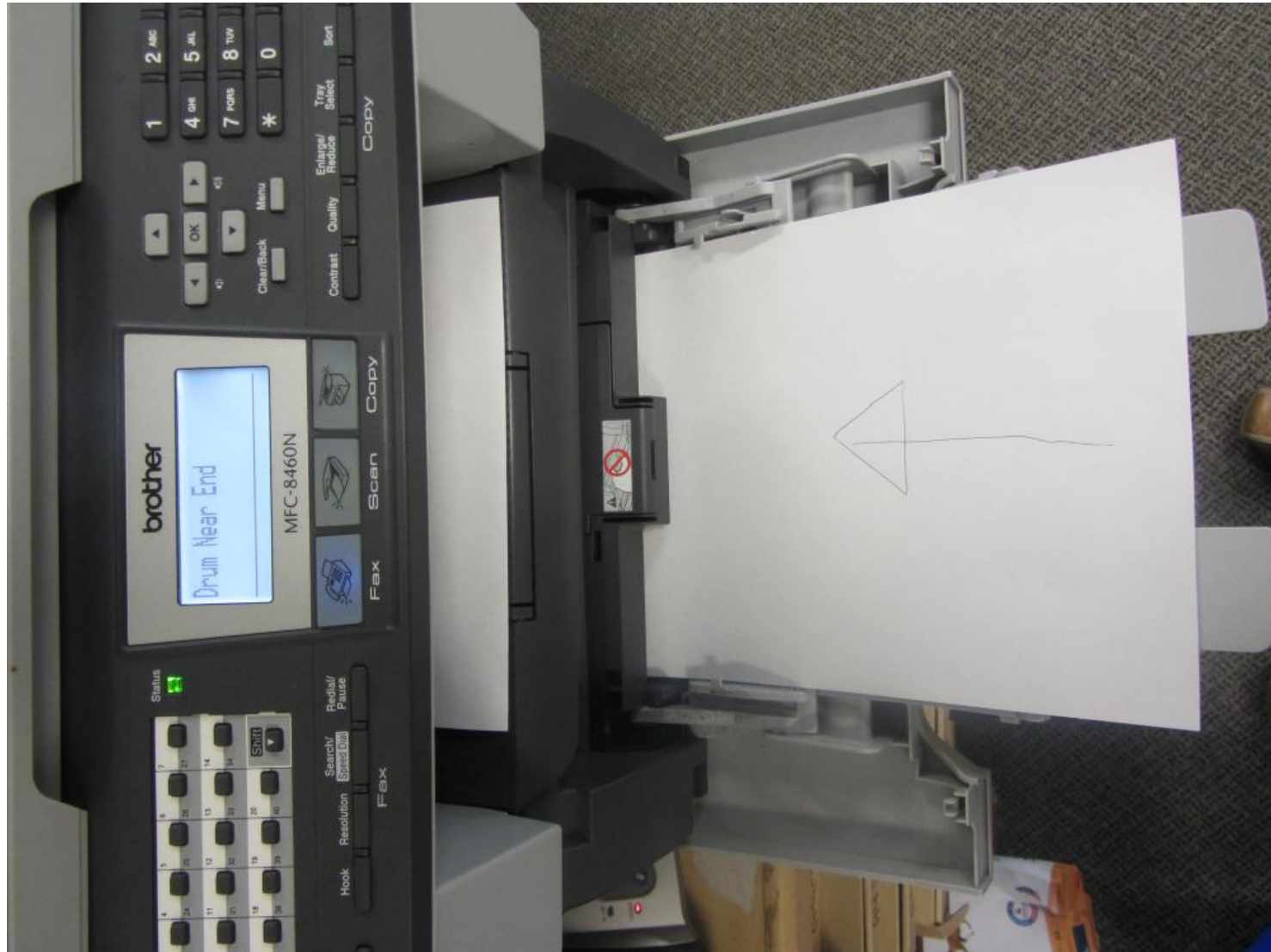


If you are unsure on how to insert the sheet into your printer, follow these simple steps:

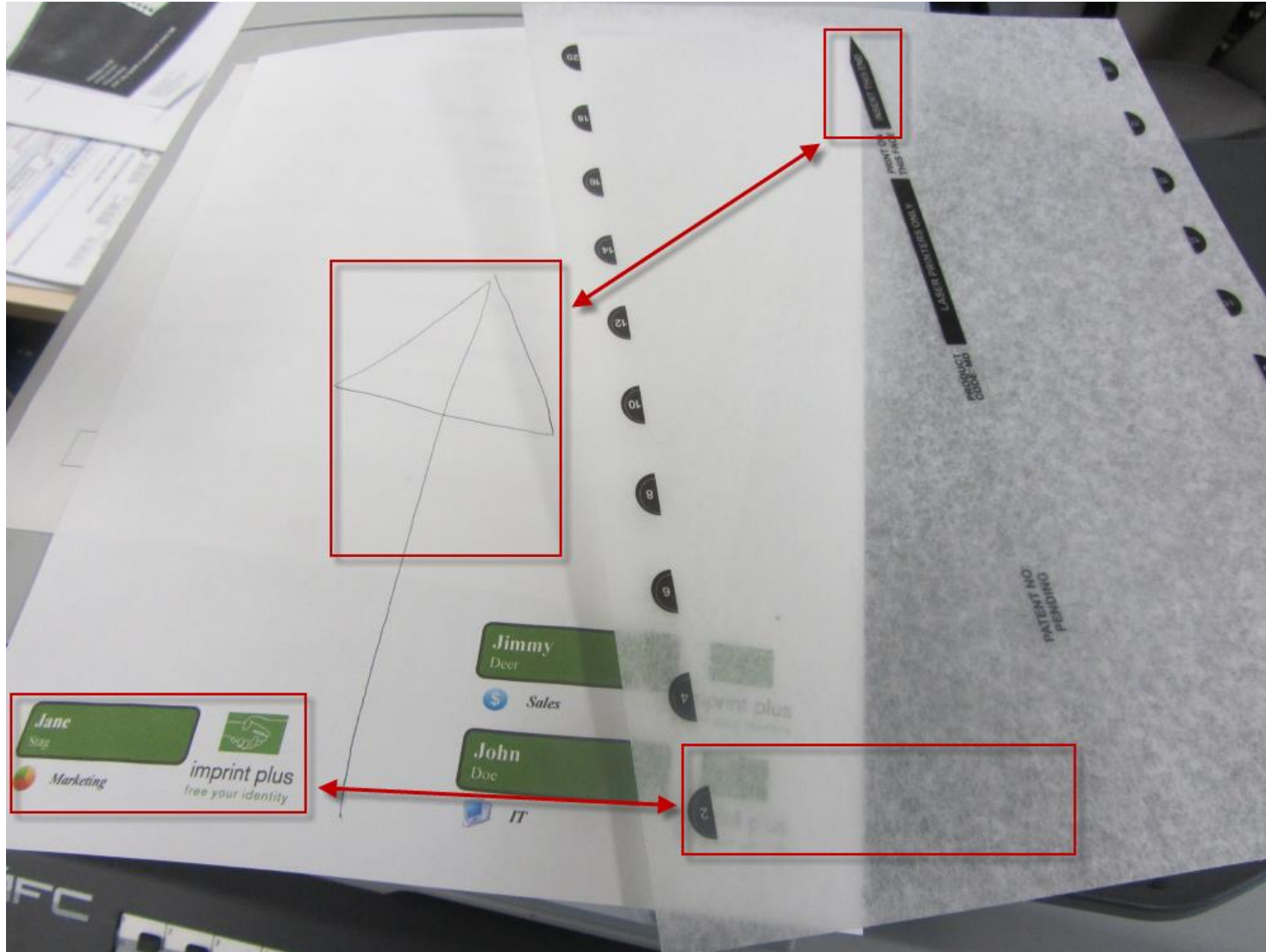
- 1 Take a white sheet of paper and draw an arrow on it, put the sheet into your printer as you believe the plastic sheet should go in.



- 2 Regardless of the program you are using to print the badges, print some to see how they line up with the arrow.



3 Put the printed sheet next to an insert sheet and see if the arrows and badges match up.



- 4 Insert the insert sheet so that the badges will print on the correct side of the sheet and on the correct badge locations.

