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
Fax. 604 278-7149

www.imprintplus.com
Enable the gridlines
Enter text and format the cells as you see fit

<table>
<thead>
<tr>
<th>My Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Title</td>
</tr>
</tbody>
</table>

![Format options](image)
Adding a logo to your name badges:
Make sure the picture wraps the way you want.
Printing your name badges:

Check the preview to make sure all the badges are correct.

Select "Transparency" or "Thick paper" in your printer properties if that option is available to you.
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.
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.