

# IDENTIBADGE®

**Professional Badges & Identification Systems**

## **IDENTIBADGE COMPANY LIMITED**

158 Godstone Road, Whyteleafe, Surrey CR3 0ED

Tel: 020 8645 2555    Fax: 020 8645 2333    Email: [sales@identibadge.com](mailto:sales@identibadge.com)

### **CREATING BADGE INSERTS USING MICROSOFT WORD 97/2000**

Badge inserts and name place inserts are manufactured in several convenient sizes on specially prepared and perforated A4 sheets. Preparing inserts used to be a difficult and time-consuming job, now made simple and quick with professional results every time. Sizes are available for all of the popular IDENTIBADGE Products.

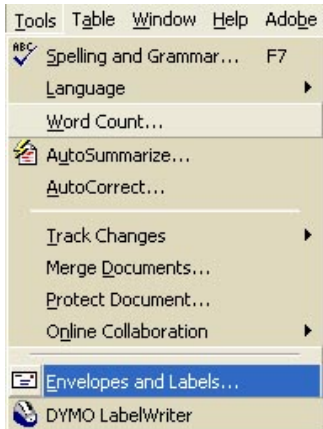
#### **Badge Inserts**

- L7540** Insert size 75x40mm 25 sheets per pack, total 350 inserts
- L7550** Insert size 75x50mm 25 sheets per pack, total 300 inserts
- L6090** Insert size 60x90mm 25 sheets per pack, total 250 inserts
- L80100** Insert size 80x100mm 25 sheets per pack, total 150 inserts
- L75CWCH** Insert size 75mm dia. 25 sheets per pack, total 150 inserts

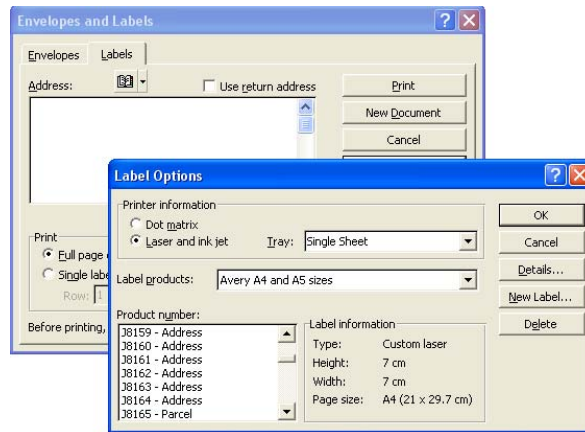
#### **Name Place Inserts**

- L10065** Insert size 100x65mm 25 sheets per pack, total 250 inserts
- L15065** Insert size 150x65mm 25 sheets per pack, total 125 inserts
- L21065** Insert size 210x65mm 25 sheets per pack, total 125 inserts

## SECTION 1 – SETTING UP A TEMPLATE



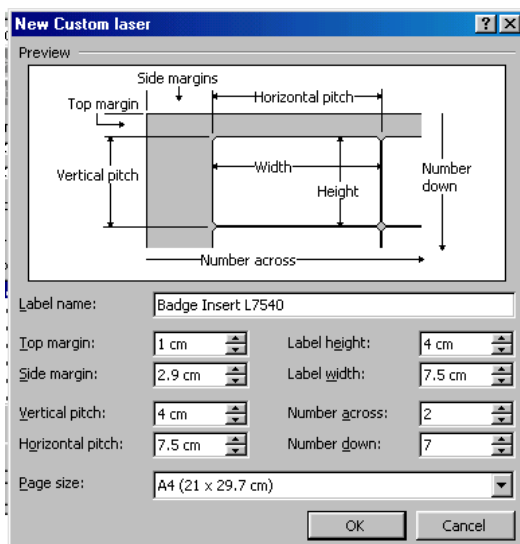
1. Open **Word** with a new blank page.
2. From the **Tools** menu, choose **Envelopes and Labels**.
3. Click on the **Labels** tab, then choose **Options**. Click on **New Label**.



4. Give the template a name; for example **Badge Insert L7540** or whatever label size you are creating.

5. Fill in the measurements according to the following table, relevant to the inserts you are using:

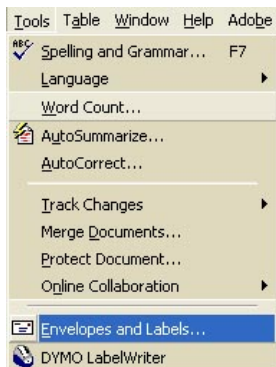
Insert Reference	Top margin	Side margin	Vertical pitch	Horizontal Pitch	Height	Width	Number across	Number down	Page size
L7540	1 cm	2.9 cm	4 cm	7.5 cm	4 cm	7.5 cm	2	7	A4 (21 x 29.7 cm)
L7550	0 cm	2.9 cm	4.9 cm	7.5 cm	4.9 cm	7.5 cm	2	6	A4 (21 x 29.7 cm)
L6090	0 cm	1.6 cm	5.93 cm	9 cm	5.93 cm	9 cm	2	5	A4 (21 x 29.7 cm)
L80100	2.85 cm	0.5 cm	8 cm	10 cm	8 cm	10 cm	2	3	A4 (21 x 29.7 cm)
L75CWCH	2.05 cm	2.3 cm	9.3 cm	9.4 cm	7 cm	7 cm	2	3	A4 (21 x 29.7 cm)
L10065	0 cm	0 cm	5.93 cm	11.1 cm	5.93 cm	9.9 cm	2	5	A4 (21 x 29.7 cm)
L15065	0 cm	3.2 cm	5.93 cm	15 cm	5.93 cm	15 cm	1	5	A4 (21 x 29.7 cm)
L21065	0 cm	0 cm	5.93 cm	21 cm	5.93 cm	21 cm	1	5	A4 (21 x 29.7 cm)



6. After completing these details, click **OK** twice, then close the **Envelopes and Labels** window. This completes the Template setup.

## SECTION 2 – PRINTING ONE INSERT OR A SHEET OF IDENTICAL INSERTS

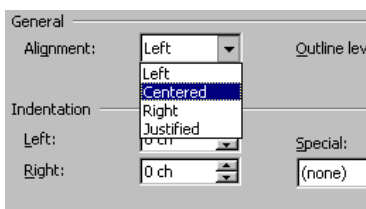
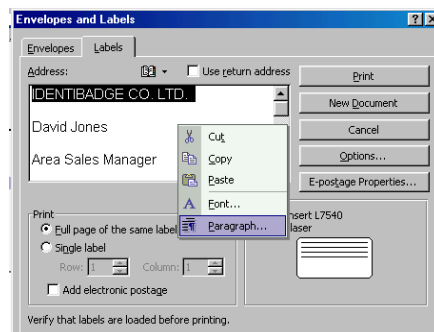
1. Open **Word** with a new blank page.



2. From the **Tools** menu, choose **Envelopes and Labels**.

3. Click on the **Labels** tab.

4. In the **Address** window, type the words that you wish to appear on the badge. Highlight the first line, then click the **right** mouse button. Choose **Paragraph**.



5. In the **Paragraph** window, pull down the menu beside **Alignment**, then choose **Centred**. Click **OK**.

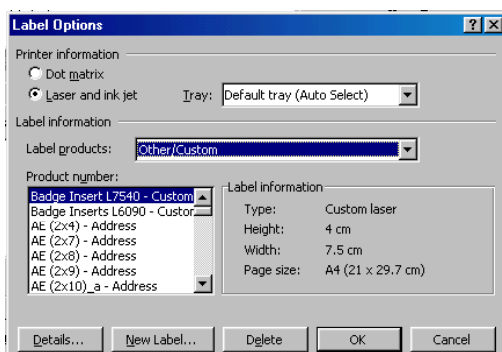
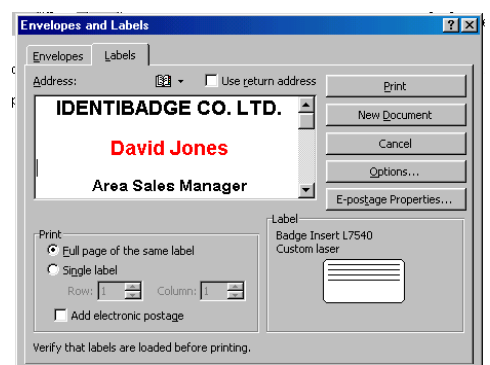
6. With the first line of the label still highlighted, click the **right** mouse button again. This time, choose **Font**.

7. Select the **Font**, **Style** and **Size** which you want on the finished label; font colour and other attributes may also be chosen at this stage. Click **OK**.

8. Repeat steps 4 to 7 with the other lines of the label. The address window will now show a representation of the finished label (you may need to scroll to see it all).

9. In the lower half of the window, choose **Full page of the same label** or **Single label** as required. If you want a single label, you may choose where to print on the page – Row 1 Column 1 will print the top left label, Row 3 Column 2 will print in the middle of the page, and so on.

10. Click on **Options**.

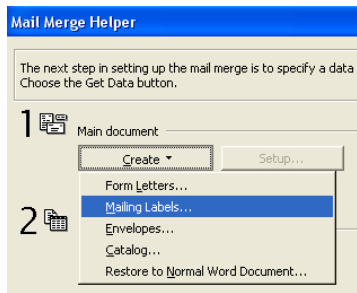


11. From the list of labels, select the template you created in **SECTION 1**. Click **OK**.

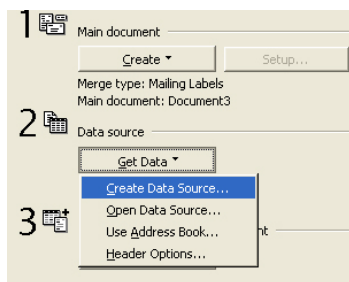
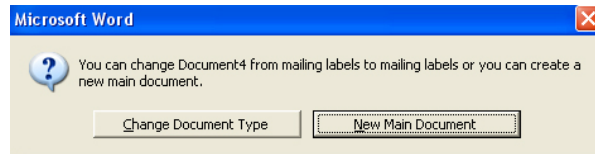
12. Insert your sheet of Identibadge inserts into your printer, then click **Print**.

## SECTION 3 – SETTING UP A SHEET OF INSERTS, WHERE EVERY BADGE IS DIFFERENT

1. Open **Word** with a new blank page. From the **Tools** menu, choose **Mail Merge**.
2. Click **Create**, then choose **Mailing Labels**.

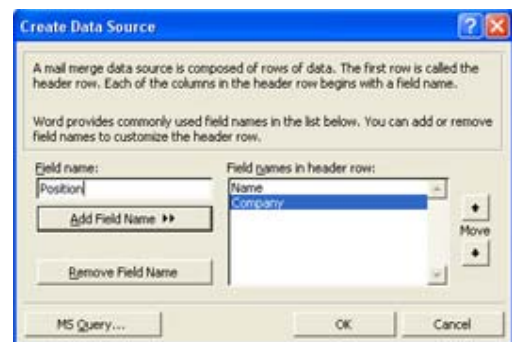


3. Choose to create document from **New Main Document**.

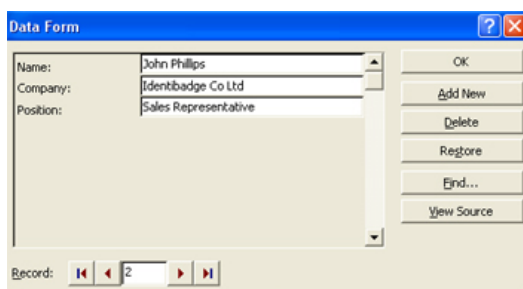


4. Click **Get Data**, then choose **Create Data Source**.

5. To remove default field names; When creating the **Data Source**, it is easier if you delete the field names (such as **Title**, **FirstName**, etc) which are there by default. To do this, click on each in turn, then click on **Remove Field Name**. To add field names; In the **Field Name** window, type the name of the field that you wish to create, for example, **Name**, **Company**, etc. Click on **Add Field Name**, the new field will be added to the list. Add further fields in this way until you have as many as you require. Click **OK** when this stage is complete.



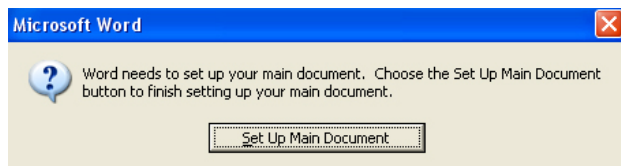
6. Give the **Data Source** document a name, such as "**Badge Data**", and save it in an appropriate folder where it can be located later.
7. You will be prompted that no data has yet been entered into the **Data Source Document**, and that no fields have been entered into the **Main Merge Document**.
8. Click on **Edit Data Source**.



9. Click in the **Name** window, then enter the **Name**, **Company** and **Position** (or whatever Field Names you chose in the previous steps). The keyboard tab key may be used to move between fields. When the entry is complete, click **Add New** to save it, and to clear the boxes ready for another record.

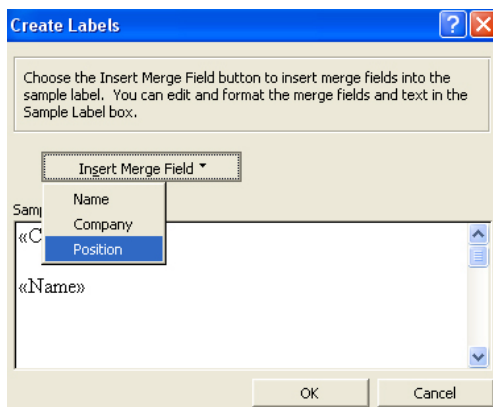
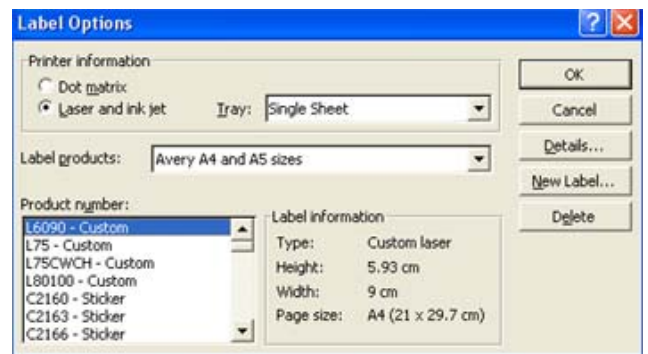
10. Repeat Step 9 for each label or insert to be produced. When all records are completed, click **OK**.

11. Word now needs to set up the page for mailing labels. From the **Tools** menu, choose **Mail Merge**. Then click successively **Create – Mailing Labels – New Main Document – Get Data – Open Data Source**. Locate and select the database previously saved.

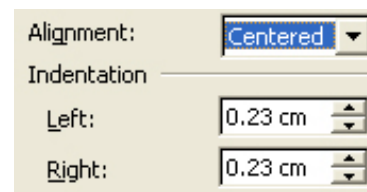
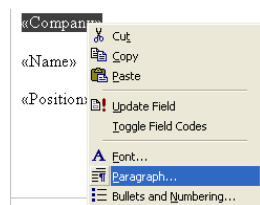


12. Click on **Set Up Main Document**. You are now asked about the labels you wish to use.

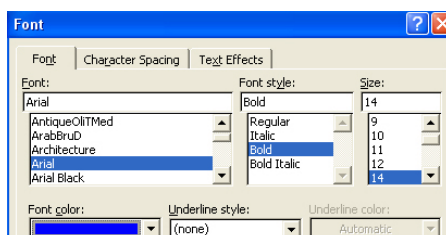
13. Select the template you set up in **SECTION 1**, in the example shown this is L6090, and click **OK**.



14. Click on **Insert Merge Field**. Choose the field you want to appear at the top of the finished badge, (e.g. **Company**), this field will now appear in your document within chevrons << >>. Press the **Return** key once or twice to space the fields vertically, then choose the next field to add to the badge. Repeat until all fields have been added, then click **OK**, then **Close**.



15. Highlight the first line style, then click the **right** mouse button. Choose **Paragraph**. From the **Paragraph** window, click on the pull-down arrow beside **Alignment** and choose **Centered**. Click **OK**.



16. With the first line still highlighted, click the **right** mouse button, and choose **Font**. Select the **Font**, **Style**, and **Size** which you want on the final label; font colour and other attributes may also be selected at this stage. Click **OK**. Repeat 15. and 16. with the remainder of the text.

17. When you now **Merge to Printer**, the sheets of badge inserts will be produced with one insert for each data record chosen.

