

# 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 2002**

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**

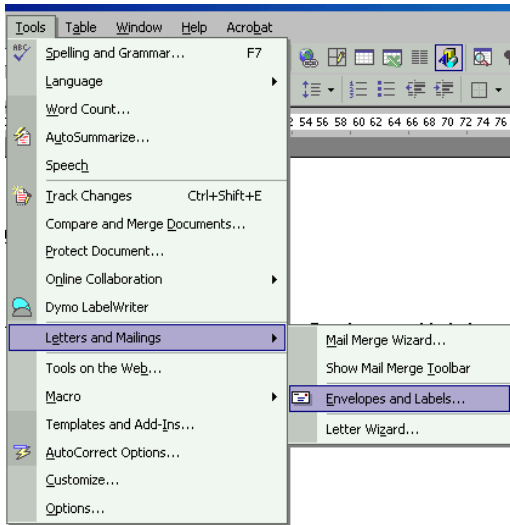
- L7540** Insert size 75x40mm 25 sheets per pack, total 350 inserts
- L7550** Insert size 75x50mm 25 sheets per pack, total 300 inserts
- L6090** Insert size 60x90mm 25 sheets per pack, total 250 inserts
- L80100** Insert size 80x100mm 25 sheets per pack, total 150 inserts
- L75CWCH** Insert size 75mm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



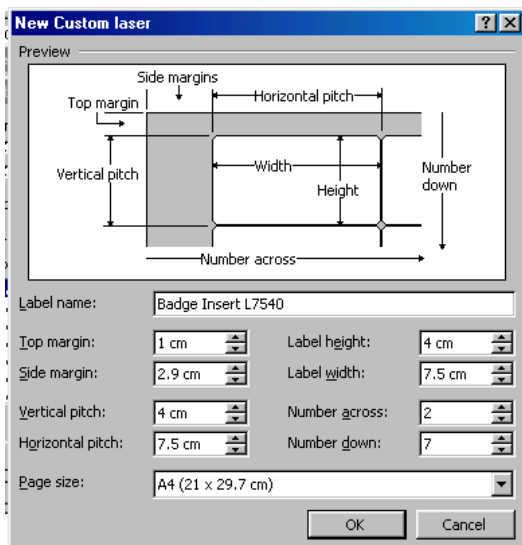
2. From the **Tools** menu, choose **Letters and Mailings**, then **Envelopes and Labels**.

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:

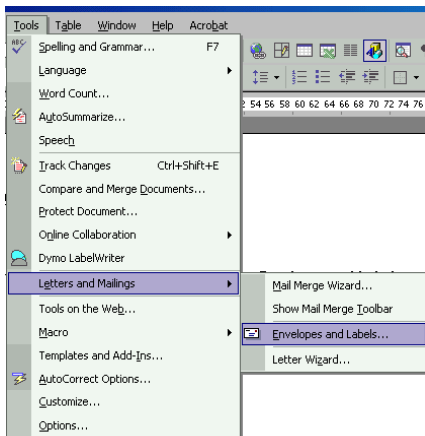
Insert Reference	Top margin	Side margin	Vertical pitch	Horizontal Pitch	Height	Width	Number across	Number down	Page size
L7540	1 cm	2.9 cm	4 cm	7.5 cm	4 cm	7.5 cm	2	7	A4 (21 x 29.7 cm)
L7550	0 cm	2.9 cm	4.9 cm	7.5 cm	4.9 cm	7.5 cm	2	6	A4 (21 x 29.7 cm)
L6090	0 cm	1.6 cm	5.93 cm	9 cm	5.93 cm	9 cm	2	5	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.

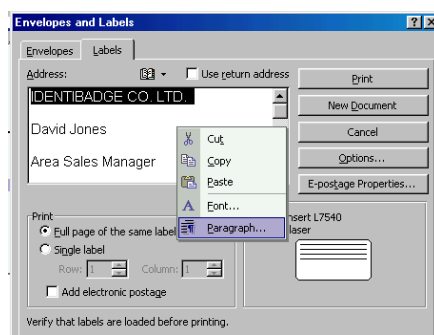
## SECTION 2 – PRINTING ONE INSERT OR A SHEET OF IDENTICAL INSERTS

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

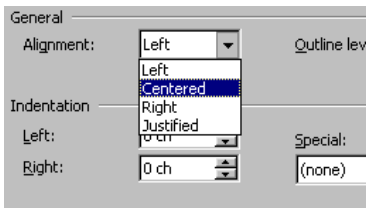


2. From the **Tools** menu, choose **Letters and Mailings**, then **Envelopes and Labels**.

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**.

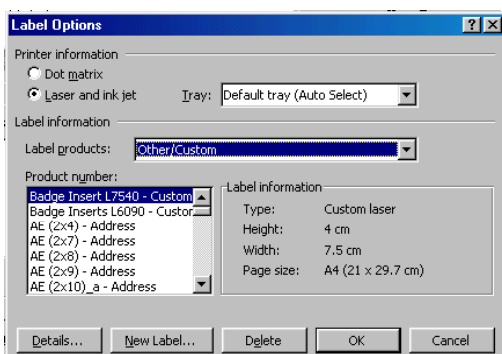
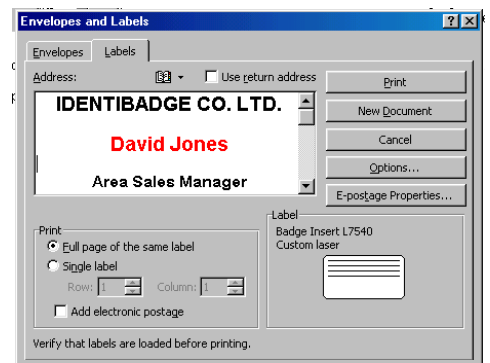
6. With the first line of the label still highlighted, click the **right** mouse button again. This time, choose **Font**.

7. Choose 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.

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**. (It may be necessary first to select **Other/Custom** from the **Label Products** box.) Click **OK**.

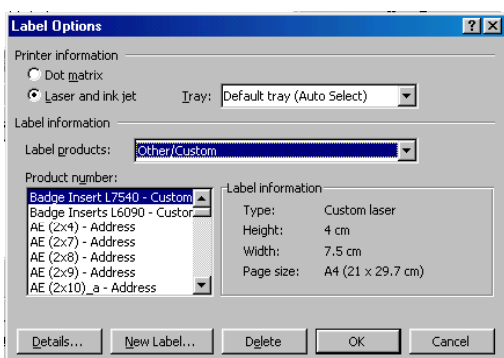
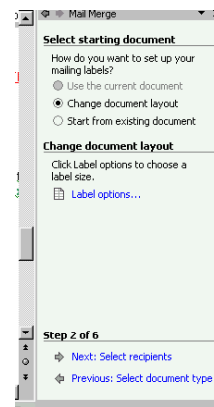
12. Insert your sheet of Identibadge inserts into your printer, then click **Print**.

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

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



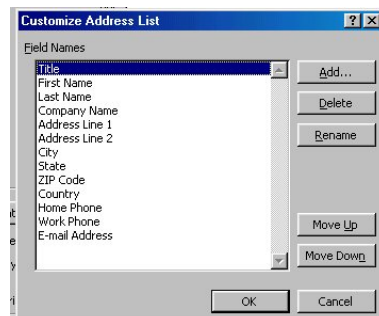
2. From the **Tools** menu, choose **Letters and Mailings**, then open the **Mail Merge Wizard**. Click the **Labels** button, then **Next: Starting document**.
3. Click the **Change document layout** button, then **Label options...**



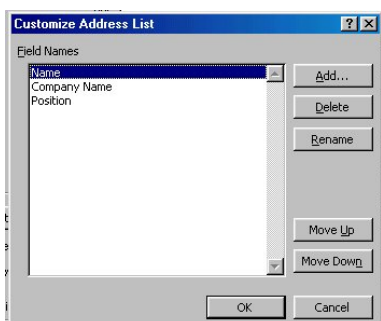
4. From the list of labels, select the template you created in **SECTION 1**. (It may be necessary first to select **Other/Custom** from the **Label Products** box.) Click **OK**.

5. Click **Next: Select recipients**.

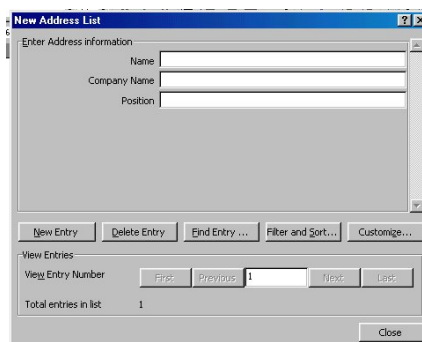
6. Click the **Type a new list** button, then **Create**. On the next screen, select **Customize**.



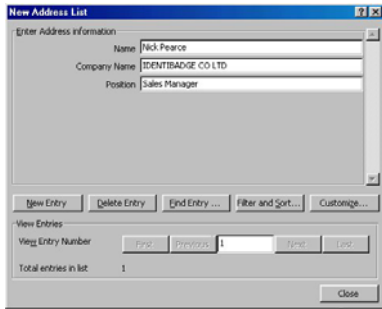
7. In this step, we will allocate a Field Name for each line of the finished label or insert. For our example, the fields **Name**, **Company Name**, **Position** might be required to appear on each label. By using the **Add...**, **Delete** and **Rename** buttons, these field names can be arranged in the Field Names window.



8. Click **OK**. The Field Names you have just created will be displayed, ready for data to be entered.



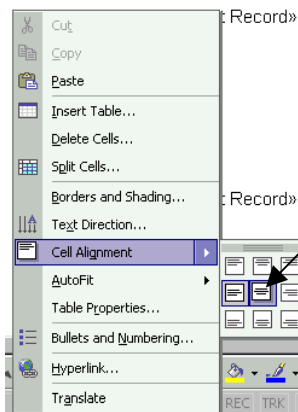
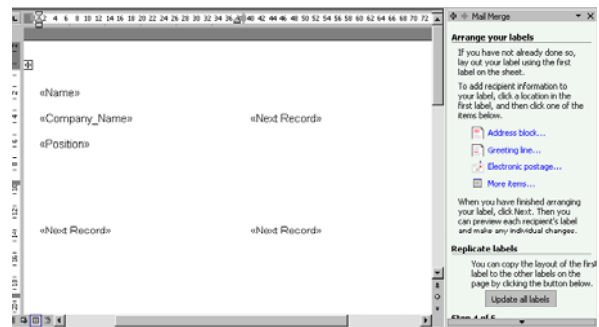
- Click in the **Name** window, then enter the first **Name**, **Company Name** and **Position** (or whatever Field Names you chose in the previous steps). The keyboard tab key may be used to move between fields. When the entry is complete, click **New Entry** to save it, and to clear the boxes ready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



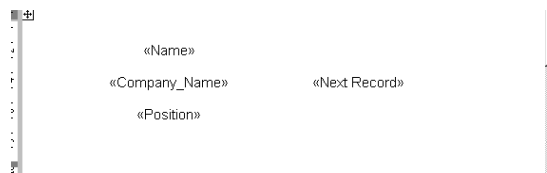
- Repeat Step 9 for each label or insert to be produced. When all records are completed, click **Close**. You will be prompted to save your data, using an appropriate name (for example, Badge Data).

- Click on **Next: Arrange your labels**.

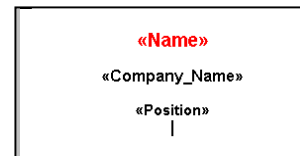
- Click in the top left label of the displayed sheet to position the cursor in that label. From the Mail Merge Wizard panel, select **More items**. Highlight the first field (**Name** in our example), then click **Insert**, followed by **Close**. The Field Name will appear in the label, enclosed in chevrons. (i.e. <<Name>>). Repeat this procedure for the rest of the fields previously set up, spacing the lines vertically as required by means of the keyboard Return key. Your screen should now look something like this:----



- Right** click in the top left label to bring up a new edit menu, move the cursor to **Cell Alignment**, then click on the centre one of the nine options. This will position the Field Names in the centre of the displayed label.



- Highlight the first Field Name on the label (<<Name>> in our example), then **right** click on it. Select **Font**, then choose 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**. Repeat with the other Field Names on the label. The first label will now appear thus, depending on your selection of fields and formatting:----



- Next, in the Mail Merge Wizard window, click on **Update all Labels**. This will apply the formatting of the first label to the rest of the sheet. Select **Next: Preview your labels** to see how the printed page will look.



- Click **Next: Complete the merge**, then **Print**. Select **All** to print every name, insert the label sheet(s) into the printer and click **OK** to begin printing.