

IDENTIBADGE®

Professional Badges & Identification Systems

CREATING BADGE INSERTS USING MICROSOFT WORD 97/2000

(Please see our website downloads for versions 2002(XP), 2003 and 2007/10)

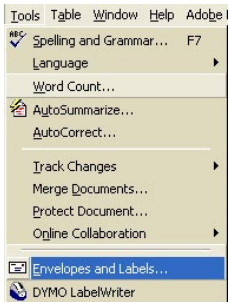
Badge inserts and name place inserts are manufactured in several convenient sizes on specially prepared and perforated A4 sheets. Preparing inserts is made simple and quick with professional results every time using this leaflet. Sizes are available for all of the popular IDENTIBADGE Products.

BADGE INSERTS		NAME PLACE INSERTS	
L7540	Insert size 75x40mm, 350 inserts	L7550	Insert size 75x50mm, 300 inserts
L6090	Insert size 60x90mm, 250 inserts	L80100	Insert size 80x100mm, 150 inserts
L5490	Insert size 54 x 90mm, 250 inserts	L75CWCH	Insert size 75mm dia. 150 inserts
		L10065	Insert size 100x65mm, 250 inserts
		L15065	Insert size 150x65mm, 125 inserts
		L21065	Insert size 210x65mm, 125 inserts

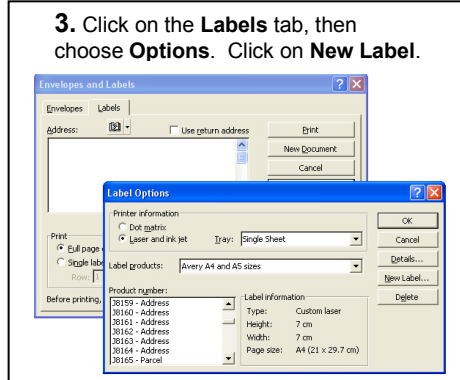
SECTION 1 – SETTING UP A TEMPLATE

1. Open Word with a new blank page.

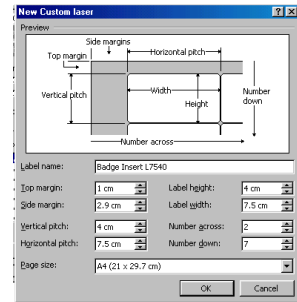
2. From the Tools menu, choose **Envelopes and Labels**.



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)
L5490	1.3 cm	1.5 cm	5.4 cm	9 cm	5.4 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)

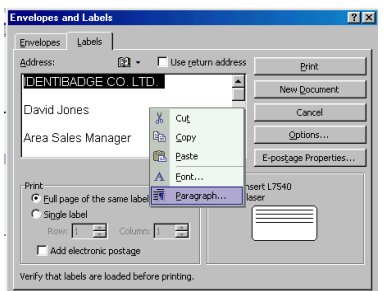
6. After completing these details, click OK twice, then close the **Envelopes and Labels** window. This completes the Template set-up.

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

1. Open Word with a new blank page.

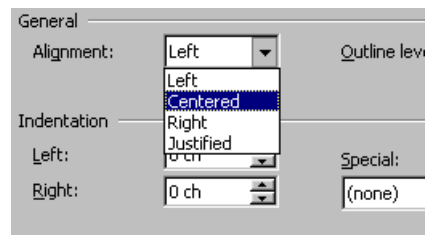
2. From the Tools menu, choose **Envelopes and Labels**.

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** that you want on the finished label; 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).

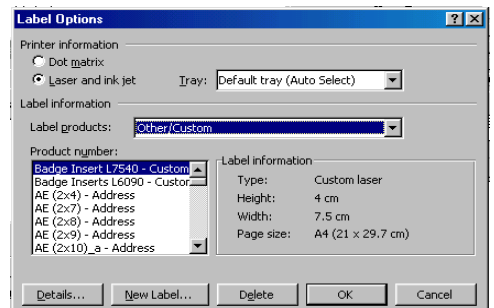
9. In the lower half of the window, choose **Full page of the same label** or **Single label** as required. If you want a single label, you may choose where to print on the page – Row 1 Column 1 will print the top left label, Row 3 Column 2 will print in the middle of the page, and so on.

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**.

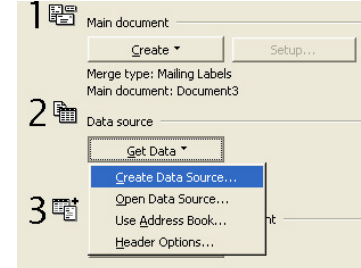
2. Click **Create**, then choose **Mailing Labels**.



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



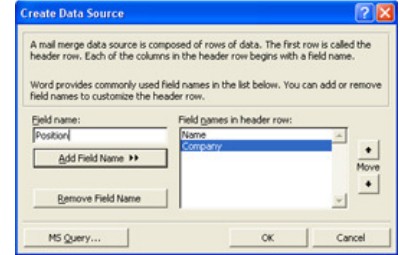
4. Click **Get Data**, then choose **Create Data Source**.



5. To remove default field names; when creating the **Data Source**, it is easier if you delete the field names (such as **Title**, **First Name**, etc) that are there by default. To do this, click on each in turn, then click on **Remove Field Name**.

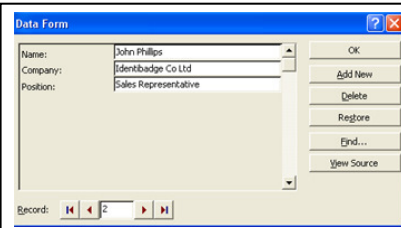
To add field names; In the **Field Name** window, type the name of the field that you wish to create, for example, **Name**, **Company**, etc. Click on **Add Field Name**, the new field will be added to the list. Add further fields in this way until you have as many as you require. Click **OK** when 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**.

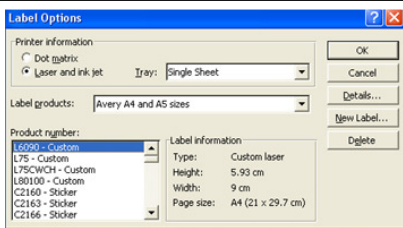
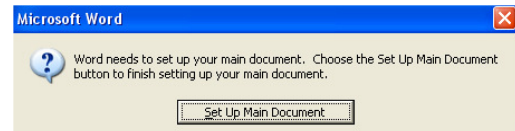


9. Click in the **Name** window, then enter the Name, Company and Position (or whatever Field Names you chose in the previous steps). The keyboard tab key may be used to move between fields. When the entry is complete, click **Add New** to save it, and to clear the boxes ready for another record.

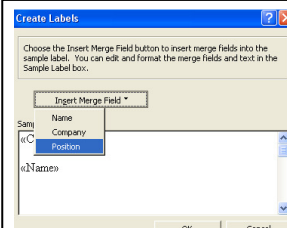
10. Repeat Step 9 for each label or insert to be produced. When all records are completed, click **OK**.

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**.

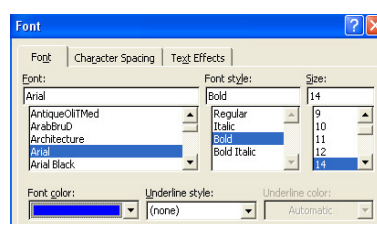


14. Click on **Insert Merge Field**. Choose the field you want to appear at the top of the finished badge, (e.g. **Company**), this field will now appear in your document within chevrons << >>.

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

