

Creating name badges

The templates we provide are designed for our name badges. With these templates, you can design your name badges in an individual and custom-fit way.

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Here you will find an example for the design of a name badge:

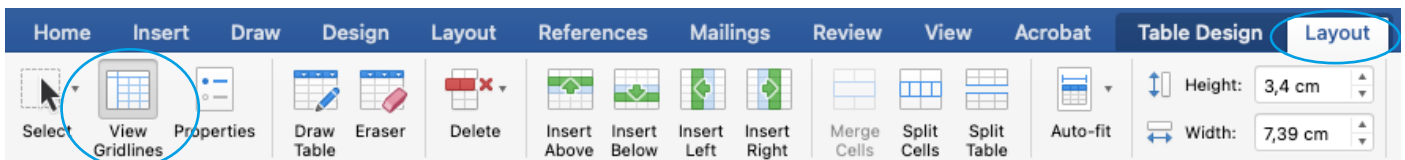
<p><b>ACME</b> service.</p> <p>John Doe</p> <p>Department</p>	<p><i>TIP: What information should be on a name badge?</i></p> <p>Title First name, last name Position Company logo Languages (flags)</p>
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You need:

- Your LOGO as an image file
- Our template as download
- Editing programme (ideally WORD)

Procedure for creating name badges in WORD

- 1 **Auxiliary lines** - Auxiliary lines as a visual design aid
  - Open our template
  - Click on: Table tools / Layout / View Gridlines



- 2 **Logo image files** - Personalise your name badge with your company logo
  - Insert image file into the template: click Insert / Insert image.
  - Adjust and move image file: click on your logo, select Picture Format / Wrap Text / Through.
  - Your logo image file can now be moved freely in the template.
- 3 **Text specifications** - formatting and adjustments
  - Change fonts or spacing: click on layout / spacing / spacing before & after to change it.
  - Be careful not to change the height of the lines.

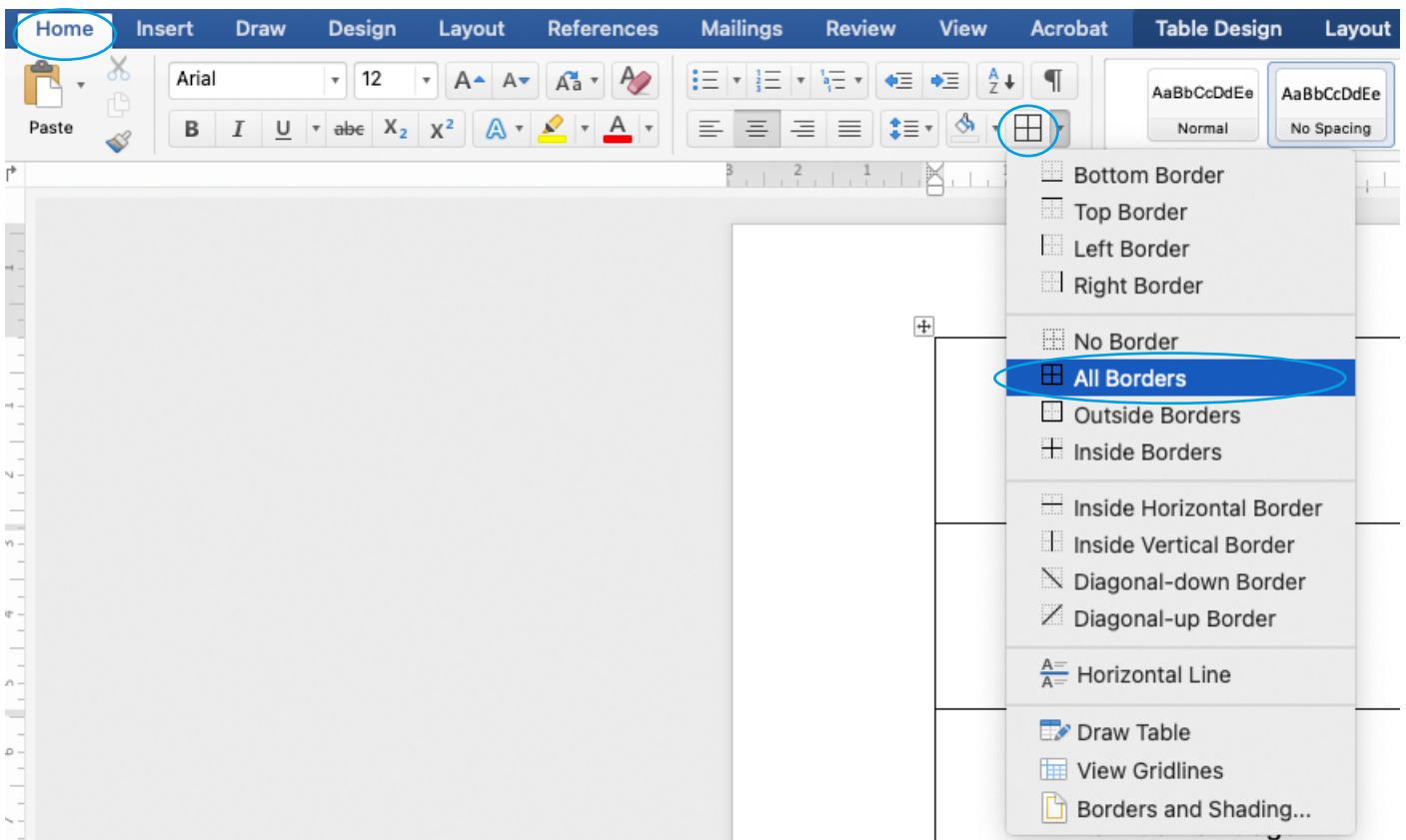
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**4** Frame lines - Frame lines as cutting aid



*TIP: Previously inserted grid lines are not printed. If you are using Blanco printing paper, you can make it easier to cut your name badges by printing frame lines.*

You can insert frame lines as follows:

- First select the complete table
- Insert frame lines: In the Word document under: Home / Frames / All Borders

**Your template is now ready to print!**