

Name Badge

PRODUCTIONS, LLC

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The following instructions allow you to format text to print name badge inserts using Name Badge Productions perforated paper stock.

To create name badges, first create a one-time template or use an existing template for a compatible Avery product.

Name Badge Productions set-up dimensions to format name badges using Microsoft Word®2007
All instructions are for a 8 1/2" x 11" page size.

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Step 1 - Open new Microsoft Word document.

Step 2 - From the mailings tab select create label.

Step 3 - From the labels tab select options.

Step 4 - From options tab select new label.

Step 5 - Name your label. Fill out label dimensions and click OK

Step 6 - Under start mail merge tab use the step by step mail merge wizard for help.

Insert Number and size	Top Margin	Side Margin	Vertical Pitch	Horizontal Pitch	Label Height	Label Width	Number Across	Number Down
#2900 - (4" X 3")	.75	.25	3.62	4	3	4	2	3

Name Badge Productions set-up dimensions to format name badges using Microsoft Word®2003
All instructions are for a 8 1/2" x 11" page size.

Step 1 - Open a **New Word** document.

Step 2 - From **Tools** menu, go to **Letters and Mailings** and select **Envelopes and Labels**.

Step 3 - From **Envelopes and Labels** select **Options**.

Step 4 - From **Label Options** drop down on **Label Products** select **Other/Custom** and click **New Label**.

Step 5 - From **New Custom Laser** name your label and enter dimensions. Click **OK**.

For label name choose a descriptive name like "2900".

Step 6 - Click on **OK**.

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