# Name badge labeling: Inserting name and logo

Open the appropriate template for your name badge. Within the template you'll find a pre-set table grid that matches the printing sheet. This is where you populate the cells with your logo, names and subsequent lines.

Please note that the available Word functions may differ depending on which version you are using and your own personal settings.
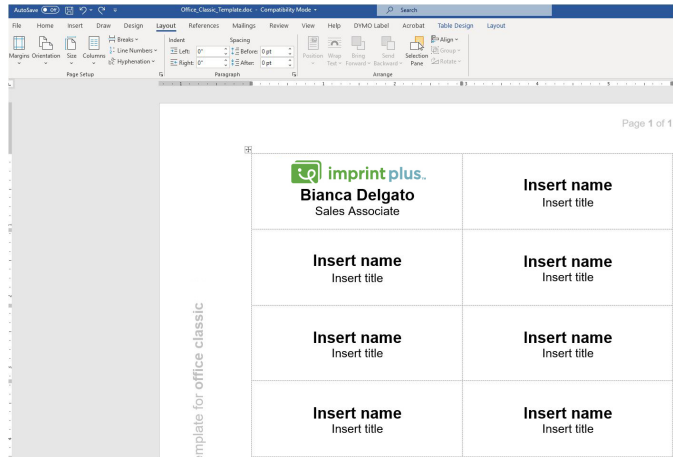
View of Word / Windows operating system

1 Displaying the gridlines

We recommend that you display the gridlines to help guide you. Under the tab "Table tools → Layout", select "View gridlines" on the menu to display or hide the gridlines as preferred.

2 Insert logo

Select the option "Insert → Picture" at the top of the menu, then choose your logo and insert it in the template.

3 Setting the position and alignment of your logo

Click on your logo. This will take you to "Picture Tools". Under the "Text Wrapping" menu option, select "Trans-parent", which allows you to move your logo independently of the text lines. **Reduce your logo to a suitable size**. Under the "Position" menu option, you can now select the alignment (left-, center-, right-aligned). Alter-natively, choose a variable position by clicking once on your logo and dragging it with the four-headed arrow.

4 Inserting name and job role

Enter the longest name in the first line of the name ("Enter name"), choose the desired font and adjust the font size. **We recommend using a font that is easy to read, such as Arial 16 pt**. Should the second line ("Insert job role") not be required, you should delete it from your layout.

To adjust the spacing up or down, go to the "Page Layout → Spacing" tab and adjust the values "Spacing Before/After", so that the text lines are positioned at the required distance from the logo. Take care not to change the row height of the table cells you are working in.

5 Copying a table cell

For each new name tag, copy the entire contents of the first name card into the adjacent table cells and enter the relevant names and job roles. It is not possible to fill in multiple table cells simultaneously.

6 Adding/deleting additional name cards

Position the cursor in the last table cell and select the tab "Table Tools → Layout → Insert Below" and insert as many rows as you need. Any table rows that are not required can be removed by selecting the menu option "Delete → Delete cells".

7 Printing out name cards

Now you are ready to print out your name cards on the printing sheet. Please follow the printing instructions on our printing sheet. If you are printing on standard photocopy paper, we recommend you add narrow border lines to the cells in the table.