



### ADDING TEXT TO BADGES

For your convenience, Coller Industries has created templates to be used with the Adhesive Name Badges. These may be downloaded for free from our website here:

[www.nametag.com/reusable-badges/doc/name-badge-adhesive-colored.doc](http://www.nametag.com/reusable-badges/doc/name-badge-adhesive-colored.doc)

[www.nametag.com/reusable-badges/doc/name-badge-adhesive-blank.doc](http://www.nametag.com/reusable-badges/doc/name-badge-adhesive-blank.doc)

Please note that there are two versions of the templates: One for our Blank Adhesive Name Badges and the other for the Printed Design Adhesive Name Badges. Both templates require Microsoft® Word to set your text.

Our Adhesive Name Badge sheets are very similar to Avery Label #5395, so templates designed to fit that format may also be compatible with these sheets.

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### TEST SHEET

To avoid mistakes while printing on a label sheet, it is advisable to print a test sheet first.

To do this, use a blank sheet of regular paper and write “top” up near one of the short edges of the paper. Place this in the manual feed area of the printer and print one page of the text for your Name Badges. Note how the text prints in relation to where “top” was written. At this time, you may need to alter how you feed the sheet into the printer to ensure you are printing right side up and on the correct side.

Place the printed sheet behind a sheet of labels and line up the corners. Hold the sheets up to a light source to see through the labels to the printed sheet below. Ensure that you are satisfied with where the text is printing in relationship to all of the labels. Now you are ready to print your text on Adhesive Name Badge sheets.

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### TIPS

- Most printers will get the best results using the manual feed area. However, some printers may also be able to handle running the Adhesive Name Badge sheets through the regular paper tray. The placement of your printed text on the sheet may shift between these two feed methods.
- Partial sheets may be run through the printer again to finish using up all labels on that sheet. Be sure to note which labels are missing from the sheet and avoid setting text in those spots. **Repeated trips through the printer may lead to discoloration of white areas on the badges.**