

## Printing on print sheets für badgepoint® - name tags

1. Find the saved template file (download), e.g. file "Polar30-1Zeile.doc", on your computer.

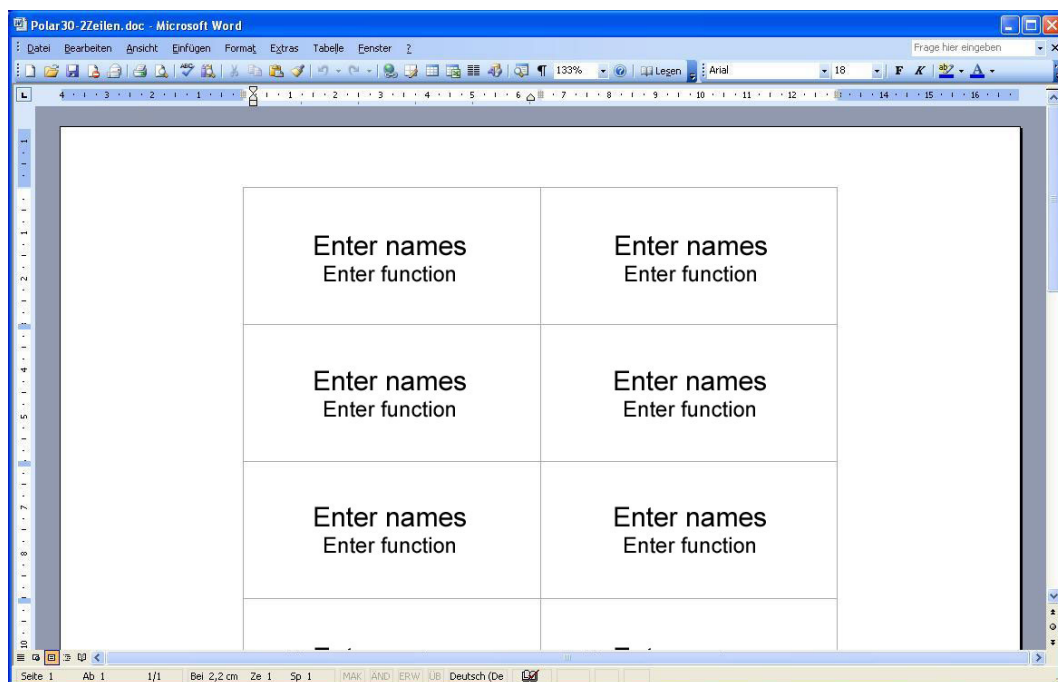
2. For **single line labelling**:

Open for example the file "Polar30-single-line.doc".

For **two-line labelling**:

Open for example the file "Polar30-two-line.doc".

**Before you make any modifications to this opened file, you ought to save it first under a different name** so that you always have an original file available as a master.



3. Enter names and functions.

In case names are excessively long, change their font size so that the name and the function each fit on one line.

4. It is recommendable and practical to make a print with switched-on table frames on white DIN A4 paper to check distances and results.

5. Insert printing sheets into printer and print out the newly created and saved file.

**Format paragraphs** (changing line spacing and indents):

Mark line, right-click on marking, select "Paragraph" in the context menu, change "Spacing before:", "Indent left:" or "Indent right:"

**Once the command for printing has been sent**, information and messages may be displayed (page edges outside of printable area, ...). Please acknowledge this with "Yes".