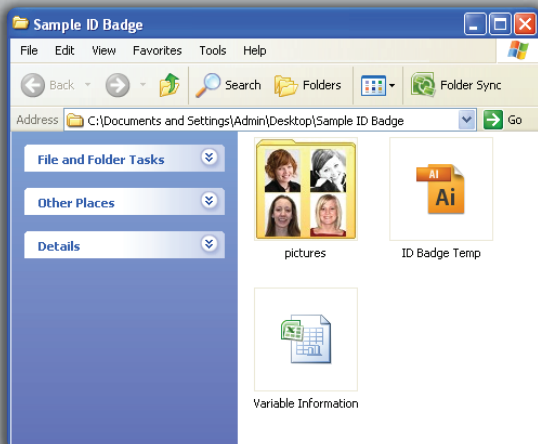


ID Badge Help

3 THINGS YOU NEED



1) Picture Folder

- Cropped and Labeled

2) Template File

- Created to our standard card size of 3.375" x 2.125"
- In layers and editable
- Has enough room for all information needed

3) Excel File

- Each Column is labeled
- All variable information is correct
- First and Last name are in separate columns
- Picture Name is labeled exactly how the jpeg file is named

Blank Card Template



Card with Variable Info



Shown below is a sample excel sheet. Each column (A B C) has a different label and category for each row (1 2 3....) of information that will be variable. It does not matter if the variable information is on one side or both sides of the ID Badge, as long as the column name can be referenced.

Book1 - Microsoft Excel							
	A	B	C	D	E	F	G
1	First	Last	Title	Address	City, State Zip	Phone	ID Number
2	Jane	Smith	Manager	471 Spiral Blvd	Hastings, MN 55033	555-2354	1234687
3	Jim	Anderson	Supervisor	471 Spiral Blvd	Hastings, MN 55033	555-6612	3587486
4	Matt	Keith	Owner	471 Spiral Blvd	Hastings, MN 55033	555-1234	6564730
5	Cindy	Fisher	Sales Manager	471 Spiral Blvd	Hastings, MN 55033	555-7894	1354713
							Picture
							jane_smith.jpg
							jim_anderson.jpg
							matt_keith.jpg
							cindy_fisher.jpg

Labeling the photos are very important. You will need a column named 'Picture', and it will need to be labeled exactly how the picture jpeg's are labeled.

That column will be used to link to a database, if the file is mislabeled, then the picture will not appear and there might be art time to fix the label names.

Variable Information Examples:

First Name
Last Name

City
State

Signature
Issue Date

Hair Color
Height

Barcode
Valid Thru

Title
Phone Number

Address
Return to Address

Expiration Date
Eye Color

Age
Numbering

Picture