

AVERY 3" X 4" (5392) NAME BADGE TEMPLATE

GENERAL FORMATING

The text has been separated into six boxes to resemble the individual name badges that will be printed. Simply click within a box to input your information.

NOTE: You may have to adjust the spacing depending on the amount of text that you input. For example, if the title/employer section becomes two lines, it will bump the logo down. You can click above the logo and delete the extra space to bring it back up.

PRINTING

To ensure that the text aligns properly, you will need to place the paper text side facing down in the bypass tray. This is located on the side of the printer (see photo).

You will also need to adjust the print settings by following the steps below.

NOTE: Options may vary from Mac to PC.

1. Select File > Print
2. Select Print Properties or Print Options
3. Select Paper Feed
4. Select Manual Feed or Bypass Tray

If you have any difficulties or questions, contact Kelsey Tucker (kmtu228@uky.edu).

