INSTRUCTIONS FOR PRINTING NAMEBADGES, TENT CARDS and CERTIFICATES
from supplied Word documents

At the RLI Annual Meeting in Parsippany you received sheets of blank name badges and blank tent cards for your session. There should be enough for all participants plus any walk-in's that may show up. These blank name badges and tent cards only require the name of the participants to be printed on them.

About one week prior to the session I will e-mail you two Word documents. One for the name badges and one for the tent cards. Each will contain the names of all registered for the session. If you are familiar with Word software you should have no problem printing these names on the blank name badge and tent card sheets. If you are not familiar with Word please find someone in your District to do this for you. This should not be a problem as Word is a very popular software program.

BADGES: To print the names on the blank name badge sheets open the file named name badges and follow the instructions below:

1: Open the name badge Word file of participants in your computer.

2: Print the first page of this file on a plane sheet of paper (Put the cursor on the first page. Click *File* in the task bar, click *print* on the file pull down menu, highlight *current page* under the print range section, make sure the printer you are using is properly selected and click *print*)

3: Hold this printed page against a sheet of blank name badges supplied you. Properly line up the names on the printed sheet with the labels on the blank name badge sheet so the names and other information line up in the proper place on the blank name badge sheet. Measure the difference in the top of the two sheets.

4: Click *file* on the task bar and select *page setup*. Adjust the top margin setting to correct for the difference in the top of the printed sheet and the name badge sheet measured in step 3 above. If the printed sheet is below the blank name badge sheet when the names on the printed sheet are properly positioned on the blank name badge sheet **ADD** the difference between the tops of the two sheets to the setting presently set for the top margin in the Word *page setup* view. If the printed sheet is above the blank name badge sheet **SUBTRACT** the difference between the tops of the two sheets from the top margin presently set in the Word *page setup* view.

5: Repeat steps 2 and 3 above. The top of the two sheets should now be aligned with each other. If not repeat the adjustment setting for the top margin setting as necessary.

6: When the top margin of the two sheets are properly aligned make this correction to the setting for the top margin of **EACH** page of names on the participants file (scroll down to page 2 of the participants file. Place the cursor on this page then return to page *setup*. Adjust the top margin for this page to the setting used in step 4 above).

7: **REPEAT STEP 6 FOR ALL PAGES OF THE PARRTICIPANTS FILE**.

8: Put the blank name badge sheets in the printer and print the name badges.

TENTCARDS: To print the Tent Cards open the tent card Word file and follow the directions below.

1: Put a bank sheet of paper in your printer.

2: Print the first page of this file on a plane sheet of paper (Put the cursor on the first page. Click *File* in the task bar, click *print* on the file pull down menu, highlight *current page* under the print range section, make sure the printer you are using is properly selected and click *print*)

3: Hold this printed page against a blank tent card sheet supplied you. The two should line up perfectly. If adjustments are needed to the margins follow the instructions for the name badges above.

CERTIFICATES: To print the Certificates open the tent card Word file and follow the directions and repeat the direction above.