**Business Badge Instructions and Template**

Written for Microsoft Office 2011 on Windows. For all other systems and versions instructions may vary.

**Instructions**

Step 1: Purchase Avery Badge Paper 5392 matching clear badge holders.

Step 2: Update the “First Name, Middle Initial (if applicable), Last Name and Credentials” for the attendees of your meeting or conference. The font should be Arial, 18 pt, Bold.

Step 3: Update the “Position Title” (if applicable). The font should be Arial, 16 pt.

Step 4: Click on the ENA logo. Right click and select “*Change Picture*”.

Step 5: Find your state or chapter logo and click “Insert”. Your logo should replace the ENA logo in the exact size and location. ***TIP:*** Use the EPS file of your logo for best print quality.

Step 6: Go to File (in menu bar), click “*Save As*”, select in the “*Save as Type*” “Word Document”, name your file, and click “*Save*”.

Your file is ready for use. Please print on the Avery Badge Paper 5392 and stuff into badge holders.

|  |  |
| --- | --- |
| Jane L. Johnson, RN, CEN, FAENEducation Director | First Name, MI., Last Name, CredentialsPosition/Title |
| First Name, MI., Last Name, CredentialsPosition/Title | First Name, MI., Last Name, CredentialsPosition/Title |
| First Name, MI., Last Name, CredentialsPosition/Title | First Name, MI., Last Name, CredentialsPosition/Title  |