How to supply names for printing or engraving onto badges

Dandy name badges are engraved using computerised equipment ensuring the highest quality and consistency. To minimise errors and avoid delays, your name list should be provided in electronic format as a PC file.

A Windows compatible file is required in TEXT (.txt), Microsoft Word (.doc) or Microsoft Excel (.xls) format. Most word processors will write a .txt file. The easiest to use are Windows Notepad, Wordpad or Word.
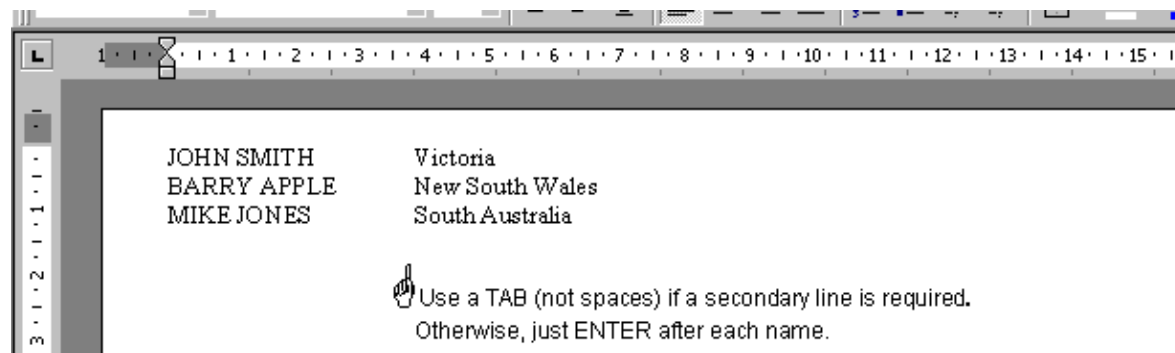
If using Excel:
♦ Put each name in a cell and go down the column.
♦ If there is a second or third line (for example MANAGER) they should be in columns to the right of the name.
♦ Names should be in one cell only (not separate cells for first and second name) unless you want them on separate lines.

	A	B	C
1	John Smith	MANAGER	
2	Joe Bloggs	ASSISTANT MANAGER	
3	Bobby Dazzler	CONSULTANT	
4			
5			
6			

If using a word processor:
♦ Type one name per line.
♦ If there is a second line, keep it on the same line as the name, but after a TAB.

JOHN SMITH   Victoria
BARRY APPLE   New South Wales
MIKE JONES   South Australia

Use a TAB (not spaces) if a secondary line is required.
Otherwise, just ENTER after each name.

Always provide the names exactly as you wish them to be engraved on the badge;
ie **ALL CAPITALS** or **Capitals and Lower Case**.

The file can be sent either as an e-mail attachment, "cut & pasted" into the body of the e-mail.
Please make sure you include your organisation's name and reference with the file.

E-mail your name list to: **prepaids@dandy.net.au**

Note: Our engraving machinery uses special engraving fonts and cannot replicate all computer typefaces. DigiBadges can use most Windows fonts, but we recommend Ariel or similar because it is easy to read.