



How to supply badge names

DANDY NAME BADGES are made using computerised equipment ensuring the highest quality and consistency. To minimise errors and avoid delays, your name list should be provided in electronic format and not handwritten.

Please supply a PC or Mac compatible file in Excel or other spreadsheet format saved as a CSV file. You may also send as a TEXT (.txt) file saved from any word processor.

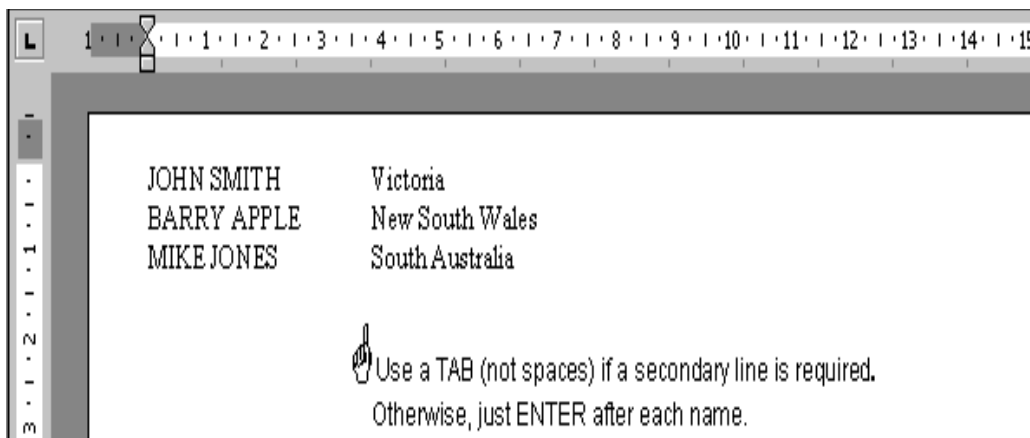
If using a spreadsheet (preferred):

1. Label the first column in the row Line 1, then Line 2, Line 3 etc as required.
2. Put each name in a cell and go down the column.
3. Line 2, Line 3 etc are only used if you want them on your badge (for example MANAGER, Marketing Department etc). Leave these cells blank if not required.
4. Names should be in one cell only (not separate cells for first and second name) unless you want them on separate lines as described above. Do not leave any blank rows.
5. If you require more than one of the same badge, it must be entered separately for each one.
6. Save as a CSV file.

	A	B	C	
1	Line 1	Line 2	Line 3	
2	John Smith	MANAGER		
3	Joe Bloggs	ASSISTANT MANAGER		
4	Bobbie Dazzler	CONSULTANT	Norville Branch	
5				
6				

If using a word processor:

1. Type one name per line.
2. If there is a second or more lines, keep on the same row as the name, but after a TAB.
3. Save as a TXT file.



Always provide the names exactly as you want to see them on the badge;
ie **ALL CAPITALS** or **Capitals and Lower Case**. Your badge will appear EXACTLY as entered.

Send the the file as an e-mail attachment to: prepaids@dandy.com.au

Note: We will use Helvetica or Ariel for badge names (because they are easy to read) unless another PC or Mac font is requested. For engraved badges or signage there is a limited range of typefaces available.