



"WHERE THE BEST NAMES ARE SEEN"®

Name Badge Personalization Guide

These instructions are designed to guide you through the process of producing a name badge. Depending on the machine you may be using the look of the final personalized badge may vary.

General Set-up Information

Please note that these are suggested layouts and type styles only. Other layouts and typestyles are possible. These are to be used as a general guide only. Bold is recommended for names. Plain type styles are most legible. Upper and lower case is usually used when first and last names are used. Titles are normally upper case and smaller than the names.

Cawley name badges are designed to hide all edges of the tape. The tape width is hidden by the lines at the top and bottom of the textured area, and the length by the edge of the plate or the lines of the frame. Be sure your tape is the proper width for the texture and that the length of the tape will cover the entire textured area. It is best to have your tape approximately one inch longer than said texturized area where the name will be placed. It is intended that the ends of the tape which your fingertips touch should become scrap.

Assembling Your Name Badge

-When you have a satisfactory tape produced, place the textured plate to personalize on the cork backed metal plate and secure the plate in position using the small magnet provided in your kit.

-Visualize how the copy on the tape will center on the text plate, side-to-side, and top-to-bottom, allowing for any logo work.

-Carefully remove the backing paper from your system tape and center the copy on the tape vertically and horizontally over the textured area on the plate.

-After it is in position press it down over the textured area and gently rub it into the texture. This will remove any air bubbles and yield a wrinkle free application.

-You will have excess tape on the right and left hand side of the text-plate. Using your art knife, cut the excess tape off by placing the blade of your knife in the channel where the plate is cut or on the line where the texture ends. Remember, the entire textured surface should be covered with tape. You now have a complete personalized text plate.

-All Cawley badges have protective coating on the front and back. If you are using pin back badges, open the pin before removing the coating. This coating should be removed on the front and back before applying the text plate. Peel the completed textured plate, one at a time from the backing paper, and carefully align the corners of the text plate with the beveled edges on the carrier. Start from the left edge of the badge and move right being sure to keep the borders equal. Press into place.

Reusing Your Name Badge

If you choose to reuse your Cawley name badge, you may do so in two ways:

-The first method is to peel the tape from the texture and replace it with a new one. Using a small amount of heat from a heat lamp or blow dryer can be helpful.

-The second method is to peel the entire texturized plate from the badge. In most cases a residue of glue will be left on the badge. A small amount of solvent will remove this glue.

The Cawley Company

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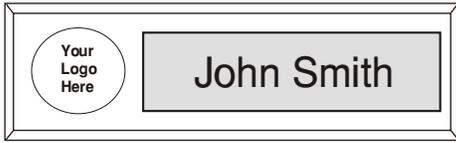
Toll Free 800-822-9539 Phone 920-682-7754 Fax 920-682-5520

e-mail cawley@namebadges.com

Business Hours: 8:00 am - 4:00 pm Monday-Friday (Central Time)

Suggested Name Badge Layouts

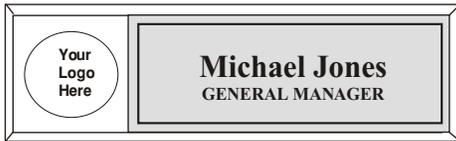
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tape



3/4"
tape



3/4"
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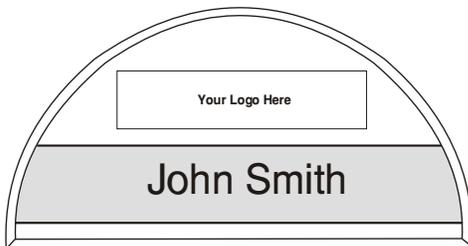
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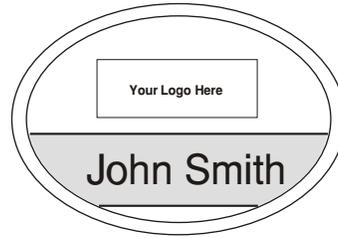
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1/2"
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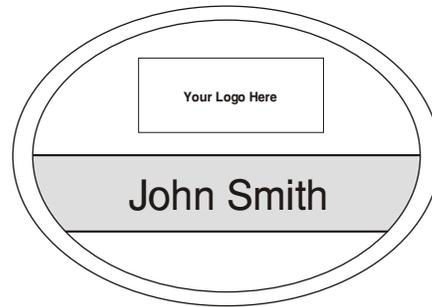
3/4"
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3/4"
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*Please note badges are not shown at actual size