Public Health Name Badge Guidelines

Name badges for all employees can be a great way to promote your organization and public health, and can help identify employees for security purposes. Below are the steps to follow when creating name badges for employees. All the files you will need are right here. All you need to do is download them and edit to your needs. Once the name badge is made, there are several ways to make it permanent. Visit your local office supply store for options. Pick the option that works best for your organization's needs and budget.

1. Decide what version and orientation of the name badge you want to use.
   - We have provided both horizontal and vertical versions with either the "Always working for a safer and healthier Washington" or "Always working for a safer and healthier community" identities.
   - Once you choose the identity and orientation you want to use, it should be standardized throughout your organization to ensure consistency.
2. Open the version of the name badge you want to use.
   - The name badge files have been created in Microsoft Word for your convenience.
3. Place your logo in the document.
   - Once you have opened the document, you will see a box marked for your logo.
   - Go to "insert" in the toolbar, click on "picture," then "from file," choose the location of your logo and click on it.
   - When the logo is placed in the document, it will rearrange the pieces of the document. Don't panic – this is normal.
   - Double click on the logo and a box will open called "Format Picture." Click on the layout tab and make sure that "in front of text" is selected. Then click "Okay."
4. Move the logo to the proper location, using the example as a guide.
   - It is possible that your logo will be the wrong size to fit in the space. You can resize your logo by using the arrows at the edges of the logo when it is selected.
     - Make sure to hold down the "Shift" key when resizing the logo to keep it in proportion.
     - You can also hold down the "Alt" key to resize in smaller increments.
   - Once you have the logo the right size and location in each of the name badges, you might want to save a version of the document to save you time in the future.
5. Place the employee's picture in the name badge.
   - Follow the same steps as placing the logo.
   - You might need to crop the photo to make it the right dimensions for the space provided if resizing doesn't work.
     - To crop an image, choose the crop tool from the "Picture" toolbar at the top of your screen.

- Click on the image you want to crop and use the squares on the edges to move the crop in or out. Once you click off the image, the crop will be permanent.
6. Type the name and job title of the employee.
   - Double-click on the sample text to highlight it.
   - Type in the new information in the same format as the example.
     - Style: Header 1
     - Font: Arial
     - Bold and Italicized
     - Size: 10 pt.
7. Print the name badge and trim to size.
8. Process complete!