pdc ®
A BRADY Business

How to create the perfect badge

Badge size
650 x 250 px
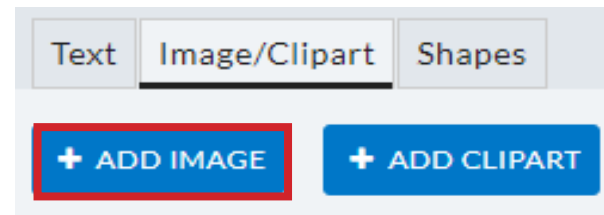
— — Bleed:
680 x 280 px

To ensure that the design is printed edge to edge, the image needs to be larger than the badge size. The image needs to be 30px bigger on each edge.

——— Badge Line:

Everything within this line will be shown on the finished badge.

— — Security line:
620 x 220 px

Please ensure that all important imagery and information is positioned within this line. This will ensure that all key elements of the badge are clearly visible.
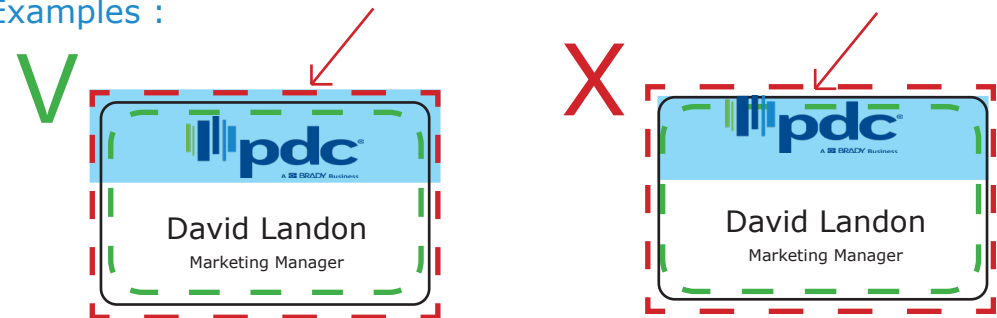
Add image

Customise your badge by adding the images you want by clicking on the "add an image" button. You can also access our clipart library by clicking on the "add clipart" button. Please place important elements (logo, clipart etc.) in the green security zone so that they are clearly visible when printed.

| Text | Image/Clipart | Shapes |

+ ADD IMAGE   + ADD CLIPART

Our recommendations:

• Ensure that all key information and logo is placed within the Security Line
• Make sure that your design is large enough to satisfy the Bleed Line requirement

Examples :

V

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David Landon
Marketing Manager

X

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David Landon
Marketing Manager

• The coloured background should extend to the red line
• Important information should be in the green area

Add text

Customise your badge by adding the text you want by clicking on the "add text" button. Please place these elements in the green security zone, so that they do not disappear when cut out. If you want to add variable data such as names, surnames or different functions, you can do so in the next step. We advise you to add the longest name and function for your first badge to align them as you wish.

Text	Image/Clipart	Shapes

+ ADD TEXT
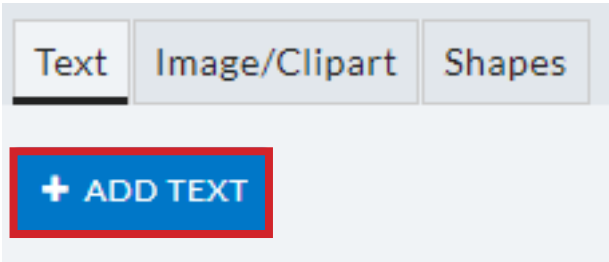
Add variable data

Thanks to our online designer, you are able to add variable data very easily. You have two possibilities:
1. You can import your variable data via an Excel file by directly importing your file or by copying/pasting your cells.
2. You can manually add your file data by clicking on "add line".

Variable Data

Here, you can edit your variable data and adjust the quantities.
You can enter your data line by line or add them in bulk using one of the following options:

[1] **⬇ Upload Excel file**   **📋 Copy/paste from spreadsheet (Excel, etc.)**

FIELD 1	FIELD 2	QTY
test lisa	test lisa	1

[2] **+ Add line**

Total: 1

Upload an Excel file

1. Download our file.

2. Add the data you want to in this file. **Please DO NOT change the column headers.** If you want to change the number of columns, please go back to the first step and add a text field.

3. Drag the modified file in the window and click on upload.

Copy/paste from spreadsheet

1. Download our file

2. Add the data you want to in the file. **Please DO NOT change the column headers.** If you want to change the number of columns, please go back to the first step and add a text field.

3. Copy the columns from the Excel file (make sure to include the column headers) and paste the lines into the box.

Upload Excel file

1. DOWNLOAD THE FILE
⬇ DOWNLOAD

2. EDIT VARIABLE DATA

	A	B	C
1	Field 1	Field 2	Field 3
2	Enter your text	Enter your text	Enter your text
3			
4			

3. UPLOAD THE FILE

Drag an Excel here
OR
CHOOSE AN EXCEL TO DOWNLOAD

⬆ UPLOAD

Copy/paste from spreadsheet (Excel, etc.)

1. DOWNLOAD THE FILE
⬇ DOWNLOAD

2. EDIT VARIABLE DATA

	A	B	C
1	Field 1	Field 2	Field 3
2	Enter your text	Enter your text	Enter your text
3			
4			

3. COPY/PASTE DATA

Paste the lines below (including headers):

✔ INSERT