

## CANVA

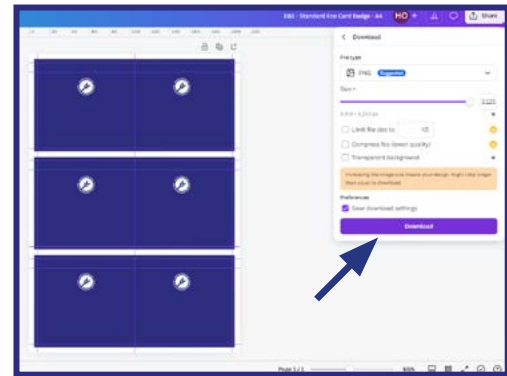
### How to place artwork in MS Word

Follow this guide to place artwork created in Canva into an MS Word document in order to merge a spreadsheet of attendee names, titles, and organisations to quickly create hundreds of badges with ease.

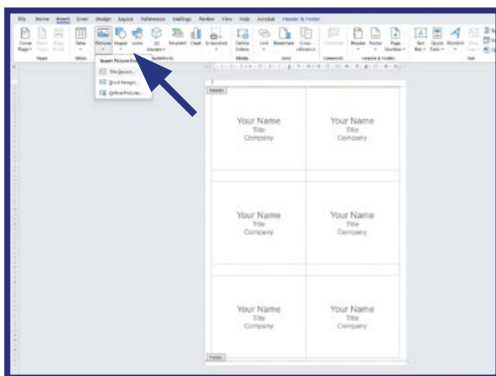
**01** Ensure you open the correct Canva template from **[Guidance & Templates](#)** on our website.



**02** Edit the template to create your badge designs and remove all text. Download as a PNG file (Click “share”, then “Download”).



**03** Download and open the corresponding MS Word template. Double click into the header area, then click the insert tab to insert your artwork.



**04** Resize your artwork to exactly match the edges of the Word document. Edit your text as required. You can now carry out a Mail Merge using our **[MS Word Mail Merge Instructions](#)**.

