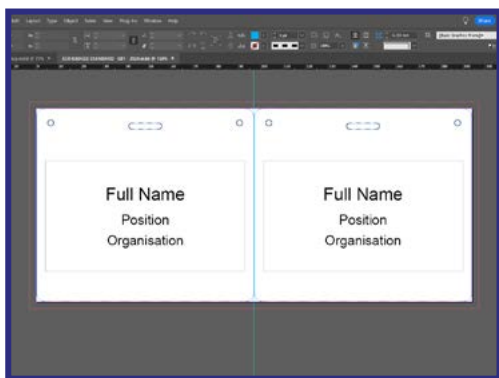


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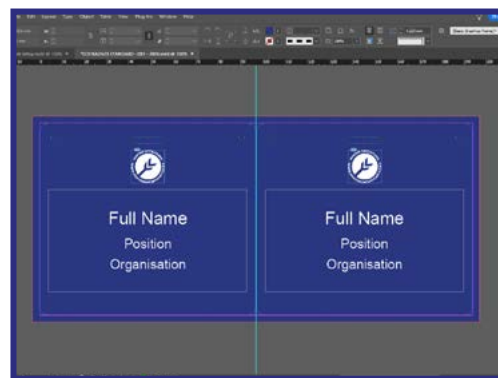
How to prepare and send InDesign artwork

Follow this guide to correctly set your artwork on our InDesign template. After creating your artwork on the template you can either send us your artwork to data merge and print for you, or data merge and print yourself.

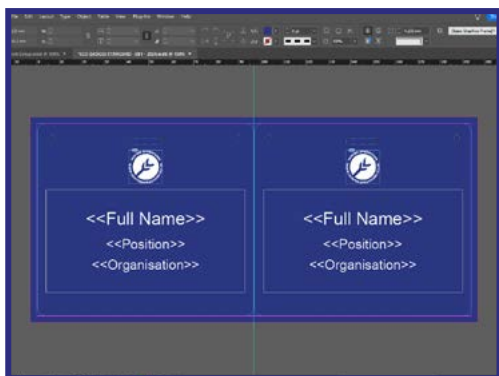
01 Ensure you open the correct InDesign template from **Guidance & Templates** on our website. You will need a paid Adobe account.



02 Edit the template to create your badge design. Use the full bleed area if your graphics go up to the edge of the badge.



03 You're now ready to do a data merge within InDesign to PDF and print. Or you can send us your artwork to data merge and print for you. Please send artwork packaged in InDesign then zipped.



04 To package: Click "File", then "Package", check "copy fonts" & "copy linked graphics", save. Right click the folder you've created, select "Compress to zip file" then attach it to your email / send via Wetransfer.

