

Badgy Studio (Badge Printer) Step-By-Step

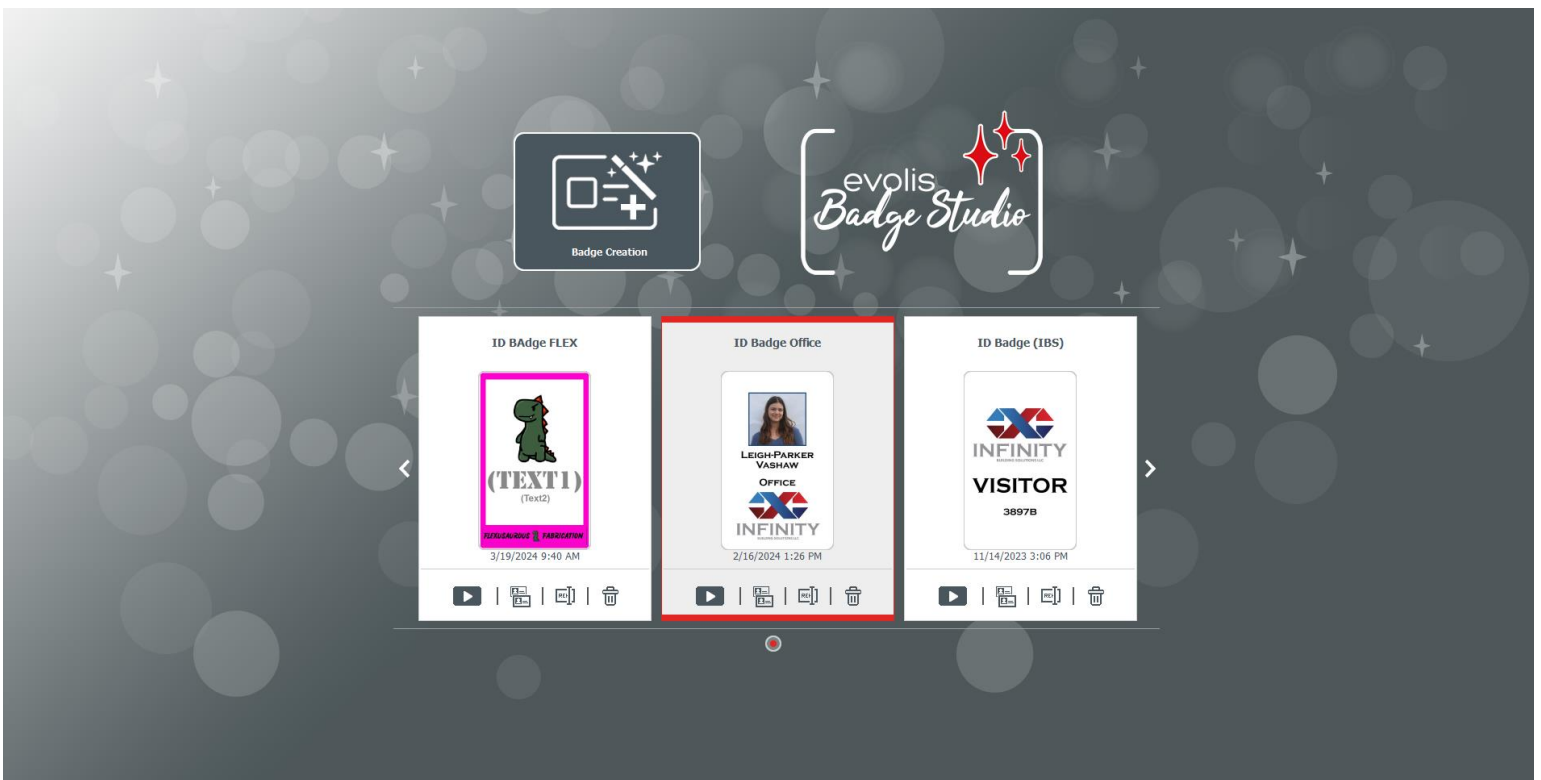
1. Find BadgeStudio in Marvin

- This is the application you will be using to create any/all badges.



2. Welcome to the Home page.

- This is what you will be greeted with, once opening the app.
 - We will be focusing on the middle badge template.



4. Change Name, Area, and Border

- First name goes on the top and last name (under) in the separate text box.
 - Area- which sector of the company they work in, (Office, Panel Shop, Warehouse or Field)
- Then change the border to coordinating color, (Office- blue, Panel- red, Warehouse- green, Field- black)
 - Font should be “Copperplate Gothic Bold,” size 13.

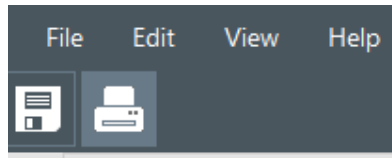
The screenshot displays a design software interface with a business card layout. The card features a photo of a man, the name "ROYMAN VALE", the position "PANEL SHOP", and the company logo "INFINITY BUILDING SOLUTIONS LLC". The interface includes a top menu bar (File, Edit, View, Help), a toolbar with icons for text, image, camera, and logo, and a right-hand panel with font and format options. Below the card, a table lists the card's components: Image, First name (Royman), Last name (Vale), and Position (Panel Shop). A red banner at the bottom of the table says "Click '+' to create a new card using the above layout".

	Image	First name	Last name	Position
1		Royman	Vale	Panel Shop

Click "+" to create a new card using the above layout

5. Printing

- Click print in the top left corner.



- You'll arrive at the printing landing page, make sure printer is set to "Badgy100."
 - Paper size will be CR80, under the drop down it will be the only choice.
 - Orientation will stay at "portrait".
 - Once everything looks good, go ahead and click the large "Print" button.

(one thing to remember, make sure cards are placed into the printer number side down- should be blank on top)

