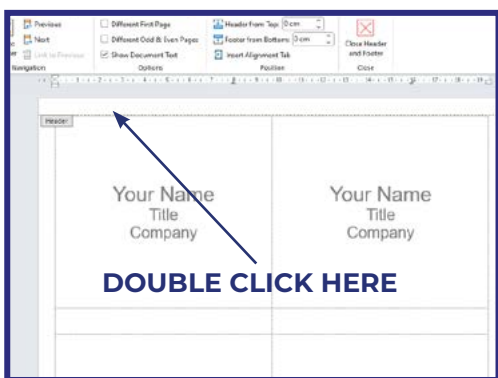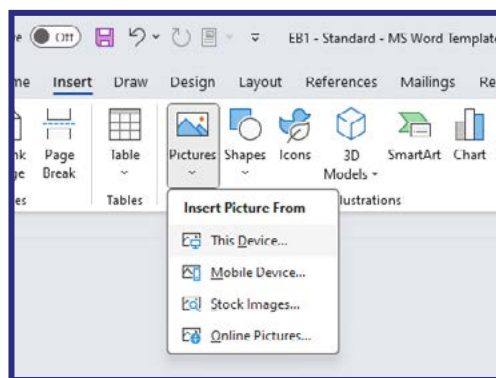# MS WORD

How to place graphics

If you don't place your images carefully then they might move around when you type and / or do a data merge. Here's how to fix this issue.
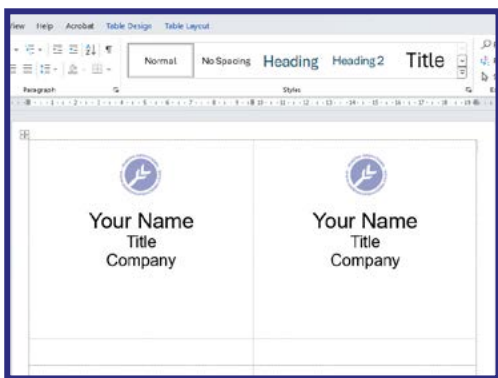
**01** With your Word template open, double click in the header area to enter header mode.

02 Go to the insert tab > Pictures and insert your logos / graphics. Place them where you want.

03 Resize and position your graphics, then hit escape or double click off the header area to exit header mode. You can now do a data merge.

TIP! You can even place a full badge background (including bleed) which you've created in Canva. See full instructions **here**.
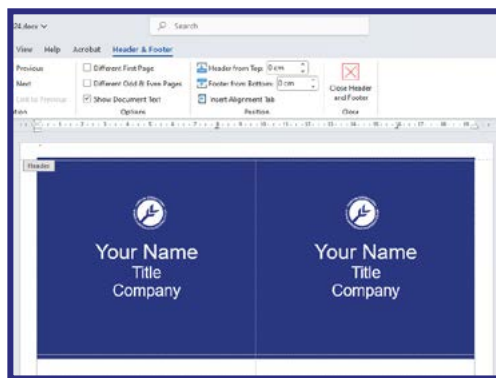
TIP! When printing:
1. Always do a test print
2. Make sure scaling is turned off
3. Save as a PDF then print

TIP! Further instructions
1. *Mail Merge Data in MS Word*
2. *Printing Guidance*
3. How to send us artwork