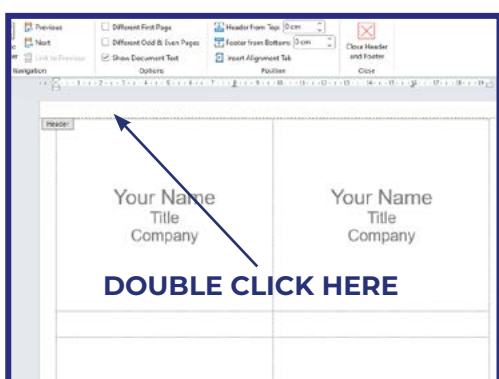


MS WORD

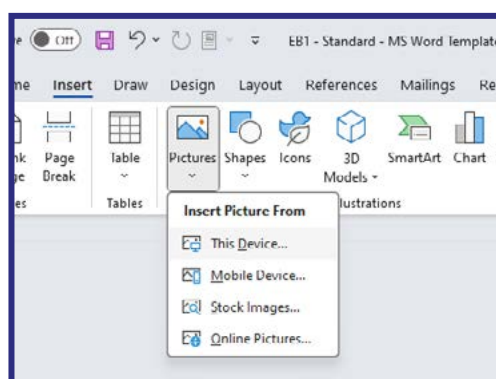
How to place graphics

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.

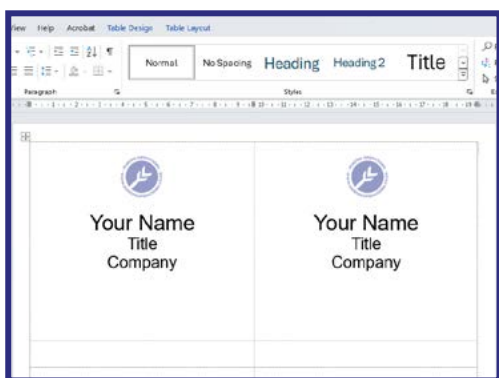
01 With your Word template open, double click in the header area to enter header mode.



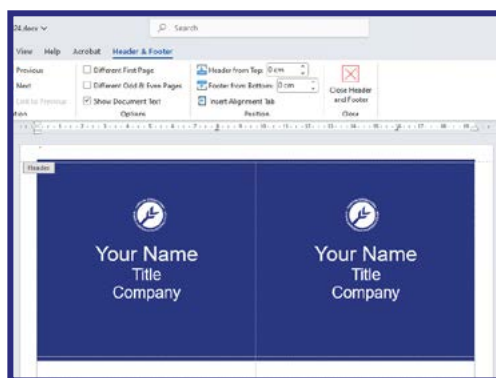
02 Go to the insert tab > Pictures and insert your logos / graphics behind the text. Place them where you want.



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.



You can even place a full badge background which you've created in Canva. See full instructions [here](#).



When printing:
 1. Always do a test print
 2. Make sure scaling is turned off
 3. Save as a PDF then print



Further instructions
 1. [Mail Merge Data in MS Word](#)
 2. [Printing Guidance](#)
 3. [How to send us artwork](#)