

# **Name Badges Request**

This document will help to prepare Distributors to submit an order for the Name Badges product line.

## **The Steps to Name Badges**

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- 2.2. How to create the Excel sheet to submit names and title;
- 2.3. How to create the Excel sheet to submit names and pictures;
  - 2.3.1. Setting up your pictures.
- 2.4. How to create the Excel sheet to submit names, title and pictures;
  - 2.4.1. Setting up your pictures.

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- 6.1. How to make approval;
- 6.2. Verify if approval has been received.

### **7. Production time**

- 7.1. By quantities;
- 7.2. Rush orders.

## 1. Gather Information

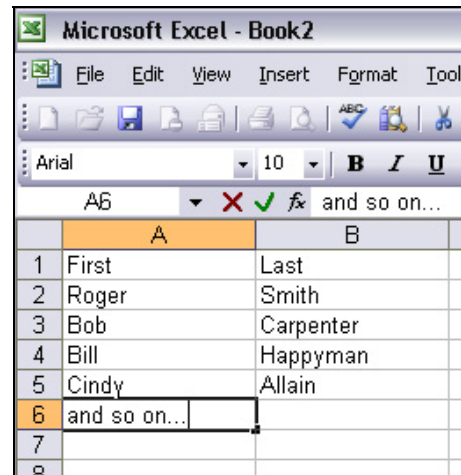
### 1.1. Getting the names from client.

The first step and most important one is to get all names from your client by requesting them to be in an Excel sheet. Explanation on how to build the Excel sheet properly will be available in **section 2.1** Make sure they are spell correctly as we are not responsible for misspelling names.

After gathering all names, Fonts and PMS colors will be needed to help our Artwork Department to setup your data from the Excel sheet to your name badges. Please use regular Microsoft Windows Fonts. If MAC fonts are used, you will need to send it to use in a Windows format when submitting your artwork.

### 1.2. Artwork for the name badges.

Artwork for Name badges is required to be in a High Quality and in CMYK. Files accepted are EPS, AI, PDF, CDR. If fonts are used in the artwork, please make sure to Outlined them before sending your artwork. Issue can occur when fonts are not outlined if we do not have the fonts used on the artwork in our Artwork Department computers. We require that all corners are in a radius and not at a 90° angle. Recommend radius corner are .0125in



	A	B
1	First	Last
2	Roger	Smith
3	Bob	Carpenter
4	Bill	Happyman
5	Cindy	Allain
6	and so on...	
7		
8		



Fonts: Agency FB  
Font color: PMS Black

## 2. Create the files needed to submit to Zoogee in an Excel spreadsheet

### 2.1. How to create the Excel sheet to submit names only.

For creating the Excel sheet with names that will appear on the name badges, we will create a new Excel Document so we are sure that no settings will alter the process of importing data in our artwork application. On line 1A, type: “**First**” and on 1B “**Last**”. We will then associate all line under First and Last as a full name for a single name badges. Don’t create any borders or any special features in the Excel sheet. Only type your name and save the file. If you have used this method, you can scroll to step 3 if not, follow step 2.2 to 2.5 for the proper method of creating your Excel document.

[See image 2a](#)

### 2.2. How to create the Excel sheet to submit names and titles.

For creating the Excel sheet with names and titles that will appear on the name badges, we will create a new Excel Document so we are sure that no settings will alter the process of importing data in our artwork application. On line 1A, type “**First**”, on line 1B, type “**Last**” and on line 1C, type “**Title**”. We will then associate all lines under First, Last and Title horizontally to a name badge. Don’t create any borders or any special features in the Excel sheet. Only type your names, titles and saved the file. Make sure to specify where the title should be place with also the fonts and PMS colors. If you have used this method, you can scroll down to step 3.

[See image 2b](#)

### 2.3. How to create the Excel sheet to submit names and pictures.

For creating the Excel sheet with names and pictures that will appear on the name badges, we will create a new Excel Document so we are sure that no settings will alter the process of importing data in our artwork application. On line 1A, type: “**First**”, on line 1B, type “**Last**” and on line 1C “**Pictures**”. We will associate all line under First and Last as a full name for a single name badges.

[See image 2c](#)

#### 2.3.1. Setting up your pictures.

When adding a different picture for each name badges, you will need to follow these steps properly so we can associate the right “**First**” and “**Last**” name with the proper picture. All pictures must be in a high quality and at least 600 X 800. We recommend pictures to be sent to us in 2308 pixel X 1728 pixel. We will then resize them to fit on the name badges. All pictures must be the same sizes. All pictures must have been taken on the same horizontal position. You can see on [image 2d.1](#) of what is acceptable and not for pictures.

Naming your pictures will also be important so they are easily associated with the right name badges. See [image 2d](#) for proper naming of your pictures. When naming your first picture, name it “**line2**” and it will be put with the name on line 2 in Excel. To add a picture to name on line 3, name your picture “**line4**”. The picture will always be associated with the number on the far left of the excel sheet. You can take a look at [image 2c](#) for proper naming.

## 2.4. How to create the Excel sheet to submit names, title and pictures.

For creating the Excel sheet with names and titles that will appear on the name badges, we will create a new Excel Document so we are sure that no settings will alter the process of importing data in our artwork application. On line 1A, type “**First**”, on line 1B, type “**Last**” and on line 1C, type “**Title**”. We will then associate all lines under First, Last and Title horizontally to a name badge. Don’t create any borders or any special features in the Excel sheet. Only type your names, titles and saved the file. Make sure to specify where the title should be place with also the fonts and PMS colors. If you have used this method, you can scroll down to step 3.

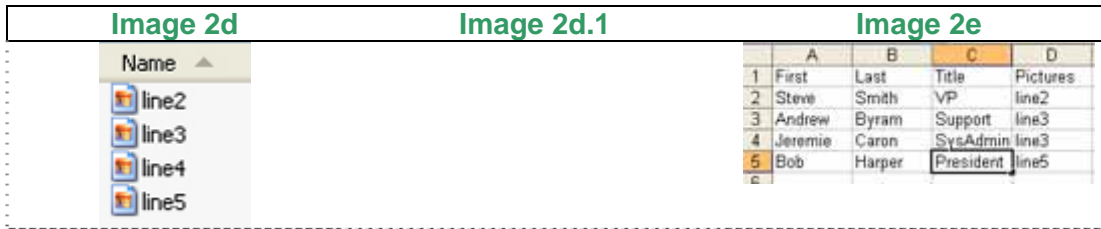
See [image 2e](#).

### 2.4.1. Setting up your pictures.

When adding a different picture for each name badges, you will need to follow these steps properly so we can associate the right “**First**” and “**Last**” name with the proper picture. All pictures must be in a high quality and at least 600 X 800. We recommend pictures to be sent to us in 2308 pixel X 1728 pixel. We will then resize them to fit on the name badges. All pictures must be the same sizes. All pictures must have been taken on the same horizontal position. You can see on [image 2d.1](#) of what is acceptable and not for pictures.

Naming your pictures will also be important so they are easily associated with the right name badges. See [image 2d](#) for proper naming of your pictures.

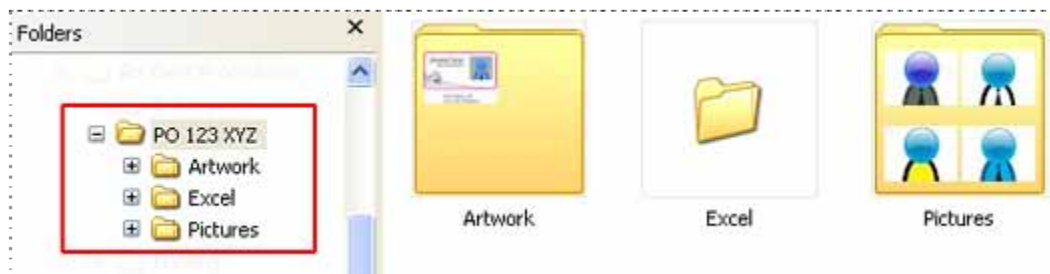
Image 2a			Image 2b			Image 2c				
	A	B		A	B	C		A	B	C
1	First	Last	1	First	Last	Title	1	First	Last	Pictures
2	Steve	Smith	2	Steve	Smith	VP	2	Steve	Smith	line2
3	Andrew	Byram	3	Andrew	Byram	Support	3	Andrew	Byram	line3
4	Jeremie	Caron	4	Jeremie	Caron	SysAdmin	4	Jeremie	Caron	line3
5	Bob	Harper	5	Bob	Harper	President	5	Bob	Harper	line5



### 3. Properly Classified the information in folders

#### 3.1. Three (3) folders should be created.

To send us all excel, artwork and picture file; you will need to follow this example and classified the files in their proper folders so it will help the process to be faster when receiving your order. If you are not using pictures on your name badges, don't create the folder called Pictures.



#### 3.2. Excel

The Excel files should be put in the folder called "Excel", If you have for example a mix of "first", "last" and then "first", "last" and "title", you will need to create a separate Excel sheet for the "first", "last" and "title". Mixing them up in one Excel sheet will give us a hard time to export all data at once since our application on the Artwork Department will generate errors for missing data in some title column.

#### 3.3. Artwork requirement.

All artworks must be sent using a high quality, CMYK with PMS colors. Files accepted are; EPS, AI, PDF, CDR. **No JPEG** will be accepted for the name badges since we need to change first name and last name on name badges.

##### 3.3.1. EPS, AI, CDR or PDF format.

To see our artwork requirement flyer, please see [this link](#). Note that you will be required to have access to the Distributor section of Zoogee Website.

**Note:** We do have a maximum on shapes allowed for Name Badges. They are 3" X 3" or 4" X 2".

##### 3.3.2. JPEG ( For reference only)

A JPEG file with a name, title and/or picture for reference would be appreciated so we can place your data exactly as you wish on your name badges. The JPEG files can be place in the Artwork folder with the high quality EPS, AI, PDF or CDR file. The JPEG file can contain any information

that can be valuable to the Artwork Department like fonts, PMS colors, placement or any other information related to the artwork only.

### 3.4. Pictures.

All pictures need to be placed in a folder called “**Pictures**”. The proper way to call them is to name each picture with the number used in the Excel sheet at the far left. Pictures in this example are named line2.jpg, line3.jpg, line4.jpg, line5.jpg. In the Excel sheet, we would associate each picture with the proper name by inserting its name in the column “**C**”.

The Excel Sheet				The Picture folder	
	A	B	C		
1	First	Last	Pictures		
2	Steve	Smith	line2		
3	Andrew	Byram	line3		
4	Jeremie	Caron	line3		
5	Bob	Harper	line5		

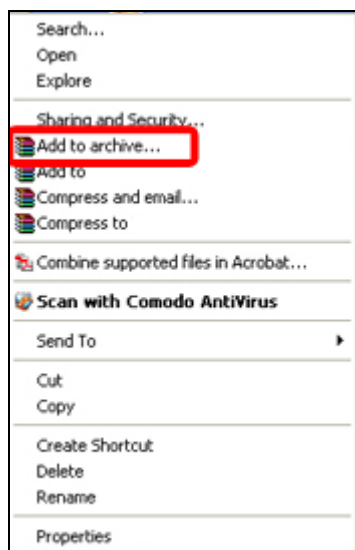
## 4. Compress the files and folders (Zip it)

### 4.1. Why to compress your files

Compressing your files and folders is critical since you will end up with many files to be sent to the Artwork Department. The compression process will take all files and folders and Zip it to make a single file. This file can then be sent to the Artwork Department by email or FTP.

### 4.2. How to compress your files.

The compression process is pretty and should only take a few clicks. The first step is to make sure that you have WinZip. To see if you have WinZip, right click with your mouse on a file and search for this icon:



If you have this icon, you are then ready to compress all files and folders you have created for the name badges in step 3.

Select all three (3) files you have created for the job and then do a right click with your mouse. Choose “**Add to archives...**” It will open a new window so you can choose where to save it and name the archives:



When you press the “OK” button, the application will Zip all files together and you will be able to follow the process.

Creating the archives can take from a few seconds to a few minutes depending on the size of all combine files to be compress.



Once the Archive is completed, you should see the newly created files and attach it to the email to place your order. The files added in the email as an attachment should be in a Zip or RAR format and not bigger than 20MB. Our emails boxes are capable to accept up to 20MB per email. [See step 5](#) for further details on how to send your file.

If your file is bigger than 20MB, please contact us so we can create you an FTP account on the server so you can drop your files without using an email.



#### 4.3. How to get WinZip to compress your files (Windows users).

To get [WinRAR](#), click [this link](#) and you will be able to download it right away and install it.

#### 4.4. How to get Stuffit to compress your files (MAC users).

Stuffit is usually used on MAC computers so if you have a MAC, please use the following link to download it:

<http://www.stuffit.com/win/index.html>

## **5. Sending your compress file to the Artwork Department.**

### **5.1. Via our Custom Electronic Sample Forms.**

You can use our [Custom Electronic Sample form at this link](#) if you have a compress file less than 25MB. In the "Comment" box, make sure to add your purchase order number and any other information related to your order.

If your file is larger than 25MB, please follow [step 5.3](#).

### **5.2. By Email.**

Sending by email can be used if your compress file is under 20MB. Create a new message; subject will be purchase order number and attach your compress file to your message. Make sure to add any special information in this email so it does not delay your order.

If your file is over 20MB, please use [step 5.3](#).

### **5.3. By FTP transfer.**

Using the FTP transfer mode is best used if your file is over 25MB. This is common for order containing pictures to be added to the name badges. If FTP transfer is needed, please contact our [Artwork Department](#) so they can setup an FTP account so you can drag and drop your file into it. An email will then be sent to you with all information on how to login and drop your file to the FTP account.

## **6. Approval Time.**

Approval time on all name badges order are set at a 5 day production time for all orders under 1000 pieces. For each additional 1000 pieces, we require an extra day of production. Here's an example:

An order of 2500 name badges is placed: Production time is 7 business days.

The first 1000 pieces is 5 days.

The extra 1500 is 2 days.

So the order would take 7 days of production before it can be shipped.

### **6.1. How to make approval.**

Approval a simple to make, Our artwork department will send you an email containing a web link so you can take a look at what will be printed for your order. You can then approval or not approve by using the form in that same page. Here's a link for an example of the approval form:

<http://zoogee.com/client/xxx.htm>

### **6.2. Verify if approval has been received.**

Once you have approved the artwork by filling up the form on the approval link, the [artwork department](#) will then sent you an approval by email to confirm that they have received your order and will let you know how many days of

production it will take for your order before it can be shipped. If you don't receive the email in question, make sure to do a follow up by sending an email to our [artwork department](#) with your purchase order number and the reference number to your Electronic Sample for the approval.

## **7. Production Time**

### **7.1. By quantities.**

Up to 1000 units: 5 days production time after approval received.

Each additional 1000 units will add a 1(one) production day to the already 5 normal day of production.

### **7.2. Rush Orders.**

Rush orders must be discuss with the Sales Department prior to sending it into production. For all inquiries on rush orders, please contact [sales@zoogee.com](mailto:sales@zoogee.com) for more information on pricing and arrangement.