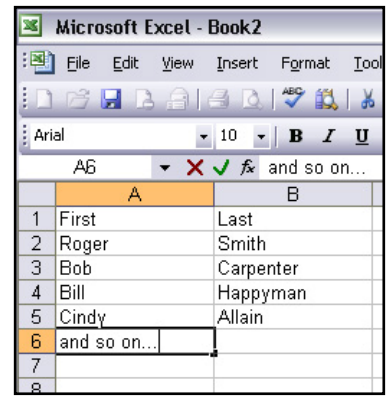


1. Gather Information

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.



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. Please also make sure to send us your font so we can recreate the exact name badge.



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. (See image 2a)

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 names and save the file, don’t leave any space in front or at the end of any names.**

2.2. How to create the Excel sheet to submit names and pictures. (See image 2c)

On line 1A, type: “**First**”, on line 1B, type “**Last**” and on line 1C type “**Pictures**”. When naming your first picture, name it “**line2**” and it will be put with the name on line 2 in Excel. Make sure that picture name is going with the right name in Excel. To add a picture to name on line 3, name your picture “**line3**”. The picture will always be associated with the number on the far left of the excel sheet.

2.2.1.

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. All pictures must be the same sizes. All pictures must have been taken on the same horizontal position. Naming your pictures will also be important so they are easily associated with the right name in the excel sheet. (See image 2d)

| Image 2a | Image 2b | Image 2c | Image 2d | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|----------|----------|-----------|----------|-------|------|---|-------|-------|---|--------|-------|---|---------|-------|---|-----|--------|--|--|---|---|---|---|-------|------|----------|---|-------|-------|-------|---|--------|-------|-------|---|---------|-------|-------|---|-----|--------|-------|--|--|---|---|---|---|---|-------|------|-------|----------|---|-------|-------|----|-------|---|--------|-------|---------|-------|---|---------|-------|----------|-------|---|-----|--------|-----------|-------|--|
| <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>First</td> <td>Last</td> </tr> <tr> <td>2</td> <td>Steve</td> <td>Smith</td> </tr> <tr> <td>3</td> <td>Andrew</td> <td>Byram</td> </tr> <tr> <td>4</td> <td>Jeremie</td> <td>Caron</td> </tr> <tr> <td>5</td> <td>Bob</td> <td>Harper</td> </tr> </tbody> </table> | | A | B | 1 | First | Last | 2 | Steve | Smith | 3 | Andrew | Byram | 4 | Jeremie | Caron | 5 | Bob | Harper | <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>First</td> <td>Last</td> <td>Pictures</td> </tr> <tr> <td>2</td> <td>Steve</td> <td>Smith</td> <td>line2</td> </tr> <tr> <td>3</td> <td>Andrew</td> <td>Byram</td> <td>line3</td> </tr> <tr> <td>4</td> <td>Jeremie</td> <td>Caron</td> <td>line4</td> </tr> <tr> <td>5</td> <td>Bob</td> <td>Harper</td> <td>line5</td> </tr> </tbody> </table> | | A | B | C | 1 | First | Last | Pictures | 2 | Steve | Smith | line2 | 3 | Andrew | Byram | line3 | 4 | Jeremie | Caron | line4 | 5 | Bob | Harper | line5 | <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>First</td> <td>Last</td> <td>Title</td> <td>Pictures</td> </tr> <tr> <td>2</td> <td>Steve</td> <td>Smith</td> <td>VP</td> <td>line2</td> </tr> <tr> <td>3</td> <td>Andrew</td> <td>Byram</td> <td>Support</td> <td>line3</td> </tr> <tr> <td>4</td> <td>Jeremie</td> <td>Caron</td> <td>SysAdmin</td> <td>line4</td> </tr> <tr> <td>5</td> <td>Bob</td> <td>Harper</td> <td>President</td> <td>line5</td> </tr> </tbody> </table> | | A | B | C | D | 1 | First | Last | Title | Pictures | 2 | Steve | Smith | VP | line2 | 3 | Andrew | Byram | Support | line3 | 4 | Jeremie | Caron | SysAdmin | line4 | 5 | Bob | Harper | President | line5 | |
| | A | B | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | First | Last | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Steve | Smith | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Andrew | Byram | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Jeremie | Caron | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Bob | Harper | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | A | B | C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | First | Last | Pictures | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Steve | Smith | line2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Andrew | Byram | line3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Jeremie | Caron | line4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Bob | Harper | line5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | A | B | C | D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | First | Last | Title | Pictures | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Steve | Smith | VP | line2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Andrew | Byram | Support | line3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Jeremie | Caron | SysAdmin | line4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Bob | Harper | President | line5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

2.3. Artwork requirement.

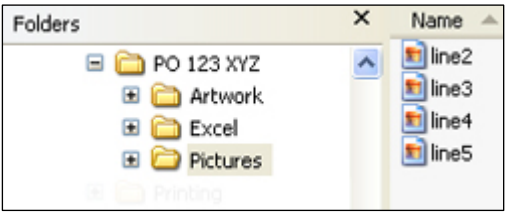
All artworks must be sent using a high quality, CMYK with PMS colors. Files accepted are; EPS, AI, PDF, CDR. **No JPEG** will be accepted for the name badges.

2.3.1. EPS, AI, CDR or PDF format. (Vector 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.

2.4. Pictures.

All pictures need to be place in a folder called **“Pictures”**. The proper way to called 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 | |
|-----------------|---------|--------|----------|--|--|
| 1 | First | Last | Pictures |  | |
| 2 | Steve | Smith | line2 | | |
| 3 | Andrew | Byram | line3 | | |
| 4 | Jeremie | Caron | line4 | | |
| 5 | Bob | Harper | line5 | | |

*****If the excel file is not sent in the correct format it will be send back to you!**