


Using the Rowan University 2.3 x 3.375 inch name badge template

These name badge labels are saved in a Microsoft Word format and based on the standard Avery 5395 template (eight-up, 2.3x3.375 inches). This template specifies the use of Adobe Source Sans Pro.

Participant Name

Affiliation



Primary sponsor / College /
Office / Department

• **PARTICIPANT** [Adobe Source Sans bold]
Use title case, use an initial for the first name in longer names, one-line only

• **AFFILIATION** [Adobe Source Sans italic]
Use title case, may be left blank, longer organization names may run on two lines

• **SPONSOR/OFFICE** [Adobe Source Sans]
Use title case, may be left blank, use two lines if needed

TIP

In the template, quickly change the sponsor name using Word's find and replace feature.

Usage

The sample text layout shown above is for informational purposes and not intended to be the only text layout for use. In fact, you may use the labels for other purposes like personalized report covers, gift tag labels, folders or anything else that requires personalization. Do not use the labels as mailing or shipping labels.

Printing tips

Do not scale the Word document for print. Print at full size.

Database merging

The template is not specifically designed to accept data records. However, the Print Center will be able to accept information from database fields in the near future. Please contact the Print Center at x64623 for more information.