

## HOW TO MAKE

# BADGE INVITATIONS

Print out BADGE INVITATIONS, after you have changed the text in your invitation using the FREE Adobe Reader on your computer.

## CREATE FOLDED BADGE INVITATIONS



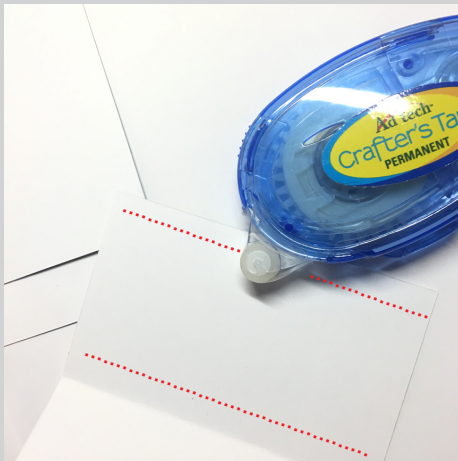
a1. On the FOLD LINE, score the Badge Invitations. See the dashed lines of print out.



2. Using the trim lines on the print out, cut out Badge Invitations - Do not cut along the fold lines.



3. Fold Badge Invitations in half.



4. OPTIONAL: Place adhesive on Badge back to keep invitations flat. (see dotted lines for adhesive)



5. Fold & adhere together. Place Badge Invitations into plastics add lanyard or use badge clips.

## THERMAL POUCHES



For Thermal Pouches; Follow steps 1-4; Then fold & adhere together. Follow machine instructions for laminating. Add lanyard or badge clips.

## SELF-SEAL POUCHES



1. Follow above steps 1-4; Then fold & adhere together. On flat surface, place self-seal pouch clear side down. Place & center Badge.



2. Separate back, bend top sheet back, evenly roll backing across Badge while applying pressure. Smooth & seal edges.



3. Attach lanyard or clip. NOTE: If your pouch does not have a slit for adding lanyard or clip, you need to punched a hole for the lanyard or badge clips.