

# Creating Name Badges in People

You can create name badges in the People module.

1. Under Searches and Reports, click the **Reports** tab.
2. In the drop-down list, select **People Reports** and click **Go** .
3. Under **People Reports**, expand **Labels**.
4. Select **Name Badges** and click **Customize**.
5. Under **Name Options**, select the type of label name you want to print on your name badges.
6. Under **Report Options**, select the options you want to apply.
7. Under **Search Results**, select **Use Last Search Results** if you want to use your last search results.
8. In the **Badge Style** drop-down list, select the badge style.
9. On the sample badge, select the line you want to format.
10. Under **Badge Setting**, select what field type you want to print on the selected line. To format the font for this line, click **Font**.
11. Repeat steps 8 to 10 for each line of the name badge.
12. Click **Preview** to view your name badges.
13. To print the badges, click **Print Report** .

## Additional Field Information

### Name Options

#### Formal, Informal, or Custom Label Name

Select one of these options to print individual names in the selected format.

#### Custom Label Name Options

The following options are available for Custom Label Names Only. If you select Formal or Informal Label names, these check boxes are unavailable.

- **Print Last Name First** — Select to print an individual's name in Last Name, First Name format.
- **Print Middle Name** — Select to print an individual's middle name. If this option is not selected, the middle initial prints by default.
- **Print Goes By Name** — Select to print the name by which an individual is commonly known.
- **Print Title** — Select to print an individual's title, such as "Mr." James Aaron or "Mrs." Jane Aaron.
- **Print Suffix** — Select to include suffixes, such as Jr., Sr., or III.

### Report Options

#### Include Deactivated People

Select to include deactivated records in the report.

#### Filter

Select to set a filter using selected fields to filter the information printed in the report. To set the fields to filter by, click **Select**.

#### Custom Sort

Select to sort the printed information by selected fields. To set the fields to sort by, click **Select**.

#### Search Results

Select to use the results of your last search to print the report.

### Badge Setting

#### Badge Style

Select the appropriate name badge style from the drop down list.

- **Name** — Select to print the individual's name in the selected space on the name badge.
- **Data Field** — Select to print a data field in the selected space on the name badge. To choose a data field, click **Select**.
- **Text** — Select to print custom text in the selected space on the name badge. To open the Text dialog box, click **Select**.
- **Blank** — Select to print a blank line in the selected space on the name badge.
- **Font** — Click to open the font dialog box and format the font you want for your name badges.