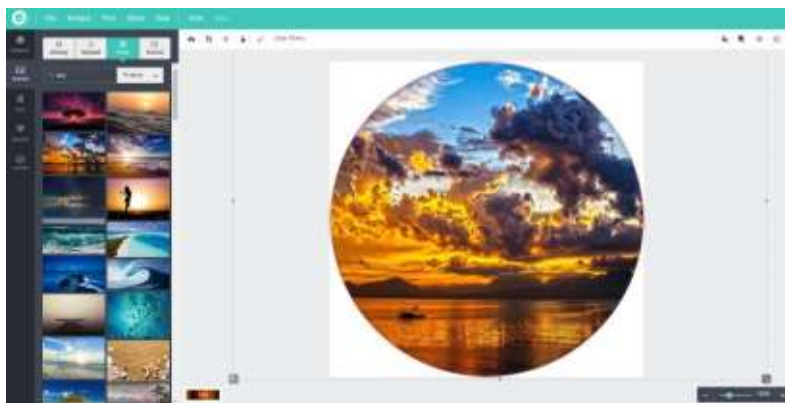




How To Download & Resize Your Artwork

Our simple guide to downloading and resizing your artwork to fit the required badge size. This guide is designed for those who wish to have the document in text form, with the opportunity to print off.

Step 1:



Open the designer and navigate to images to access the artwork. We have free images available through **Pixabay & Unsplash**.

You can also download your own images by uploading the desired image to our designer.

Step 2:

To download the artwork simply click print on the headers and proceed to press download (Ignore the custom size parameter, I will get to that later!).

This should pop up as a download on your screen, click on this file and move to step 3.



Step 3:



A screen like this should appear, click the 3 dots highlighted in the top row of image.

Proceed to click save as and save this in an easy to access folder.

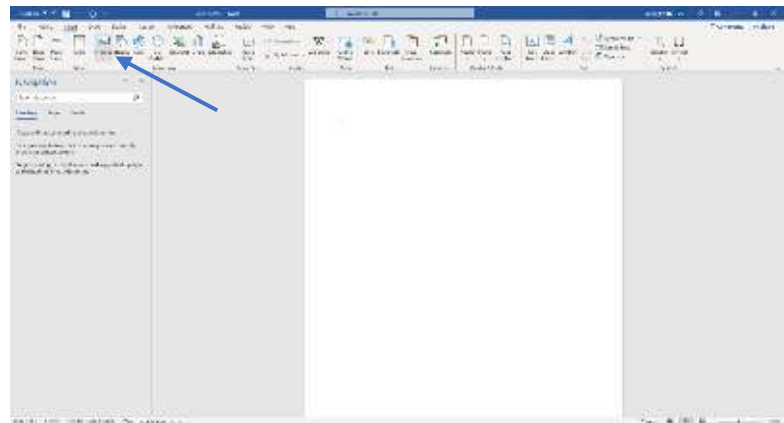
Ctrl + S is also a shortcut to saving images.

Once saved, moved to step 4.

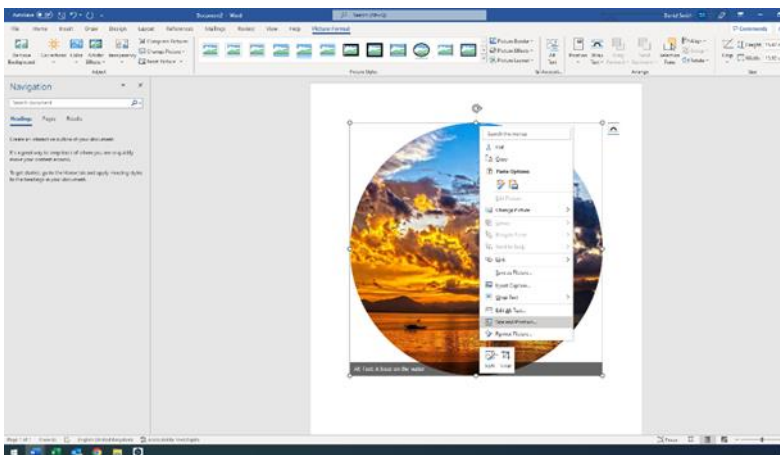
Step 4:

Open a word document or similar (google sheets) then insert a picture via the method shown on the right.

Once the image has inserted it may be a bit larger than the badge size desired, don't worry we are about the change that in step 5!



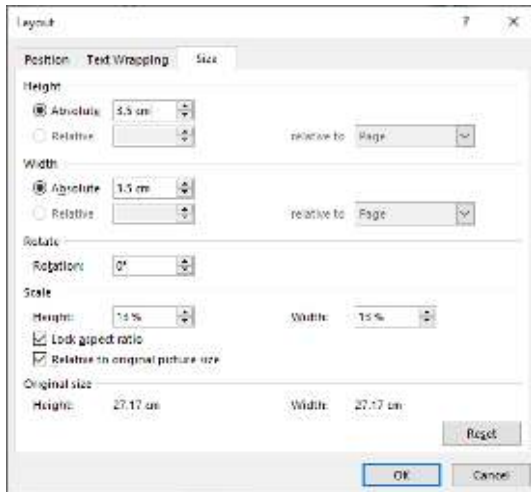
Step 5:



Right click on the image and this list should appear, select the size, and position option.

Please refer to Step 6 once this has been completed.

Step 6:



This display will appear, it will default to **15.92 cm** however to get the desired size follow the guidelines set on our template.

This design will be based on the 25mm badge so 3.5cm will be required to accommodate the wrapping of the paper around the edges.

Once complete, press ok and move onto the final step.

Step 7:

Finally, you should have an image replicating the one shown in the image. To duplicate this image copy and paste the image as many times as you wish, and you will have your artwork ready to print off!

Good Luck 😊

