

Using The Various Name Tag Templates

For most studies there is a Name Tag Template that you can use to prepare *tent style* Name Tags for class members. It can be printed either in full color or gray-scale. The file is prepared to print on letter size paper (8 ½ x 11). We generally use a heavier stock paper 60# works fine. Each sheet will make two Name Tags. After printing cut the sheet in half (8 ½ x 5 ½) and then fold each sheet in half again. Either prepare the sheets prior to class or have the student enter their own names during the first class.

Fold Line →



Jan

Cut Sheet in half →

Fold Line →

