



# breakthrough

NAME BADGE

## INSTRUCTIONS

Download the PDF or MS Word template you wish to use for your training from the [Breakthrough Training Resource Page \(https://theflourishinglife.org/bt-training-resources/\)](https://theflourishinglife.org/bt-training-resources/) The password is 'legacy'.

### PDF Instructions

Download the template you wish to use and save it to your computer. Open the file using Adobe Acrobat Reader. You will NOT be able to enter participant names if viewing the document from within your Web browser.

There are fields on each PDF that you use to enter the names of participants. Click the button at the top left-hand side of the form to make the fields visible.

1. Hit the tab key to select the first first-name field (the field will turn blue).
2. Hit the tab key again to move to the first last-name field (shift tab for the previous field).
3. Hit the tab key again to move to the second first-name field.
4. Continue to hit the tab key until all name fields are complete.
5. You may duplicate pages to add more name badges to the document.

The font size of the first name field is much larger than the last name field.

Make sure you are using at least version of Adobe Acrobat Reader or the fields may not work. You can download the latest version for free at [adobe.com](https://adobe.com).

### MS Word Instructions

Download the file you wish to use and save it to your computer.

Open the file with MS Word.

Click into the gray box at the top left and type in the first participant's first name.

Hit the tab button on your keyboard.

Type in the first participant's last name.

Hit the tab button on your keyboard.

Type in the seconds participant's first name.

Continue to hit your tab button on your keyboard to move between the fields. Holding down the shift key and hitting tab will allow you to move through the fields in reverse.