



## Name Tag from 3/16 inch thick plywood-File Prep

The video how-to video titled “100-Corel File for Laser Cut Name Badge” on Vimeo at <https://vimeo.com/183695165> covers steps 1 through 23.

1. Open Corel Draw
2. Click “Get Started”
3. Click File > New or the (+) symbol.
  - Name the Document
  - Make size of Document 3.1” by 1.1”
  - Leave all other setting as default
4. Select the rectangle tool. To make a rectangle, click and hold, and drag the mouse diagonally.
5. Switch to the Pick Tool (the black selection arrow tool).
6. To change the rectangle size, ensure the padlock next to the object size is OPEN. Enter dimensions 3.0 by 1.0.
7. To radius the rectangle corners, click the round corner and increase the radius to the desired size.
8. Add a nametag lanyard slot by drawing another rectangle.
9. Select the Pick Tool, and change the dimensions to 0.5” by 0.125”.
10. Click round corner and radius the corners.
11. Type P to center the lanyard slot rectangle, and type the UP arrow to move the slot vertically to the desired position. HINT: for softer materials, leave a little extra space between the slot and the top edge of the nametag.
12. Group the two rectangles together by typing Ctrl+A > Ctrl+G. Otherwise, select Object > Group > Group Objects.
13. To make these rectangles into cut lines (aka vectors), change the line thickness (default is 0.5pt) and select HAIRLINE from the drop-down list.
14. Click the text tool (the capital A).
15. Click somewhere in the workspace. DO NOT CREATE A TEXT BOX!
16. Select font and font size.
17. Type your name.
18. Click somewhere else on the workspace, and type your title (example: Future Fab Lab Manager).
19. Change the size of text objects by selecting the object, then clicking and dragging the black corner handles. Adjusting the size by the top, bottom, or side handles will distort the proportions of the text and make it look weird... but you might want to do that. Whatever. You’ve been warned!
20. Select the Pick Tool, and select a text object. Type P to center the text object, then use the arrow keys to adjust the position as you like. Do the same for the second text object.
21. To import artwork downloaded from the internet, click File > Import
22. Locate your downloaded graphic file, and import it.
23. Resize and move the image to the desired location.
24. Click File > Save As, and save the file to your USB drive.
25. You are now ready to laser engrave your name tag.