How to create and order NAU name tags

There are two methods for ordering name tags:

- **Design Online on Your Own**
- **Printing Services Designs (Setup Fee Additional)**

Instructions for Design Online on Your Own

- **Log on to the digital storefront at nau.edu/order. Click on the Category dropdown to view products available to order through the digital storefront.**

- **Click on the Name Tag category.**

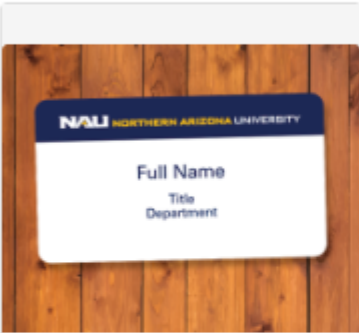Categories ▾ ●

Athletics	Course Packs and Class ...	FUSD Forms	Letterhead	Posters and Signs
Basic Copy	Custom Boxes	FUSD Stationery	Magnets	Presentation Packets
Booklets	Envelopes	FUSD Stickers and Magn...	Name Tag ●	Stickers and Adhesives
Brochures	Event Signage	Go Green Products	New Product Testing	Table Tents
Business Cards	Flyers	Gold Foil Products	Notecards	University Transit Services
Campus Dining	Folders	KNAU	Notepads	
Certificates	Forms	Labels	Postcards, Handout Card...	

- **Click on the NAU Name Tag image to see Pricing and Purchase.**
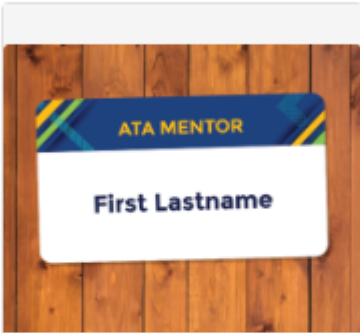
3 Products under this category
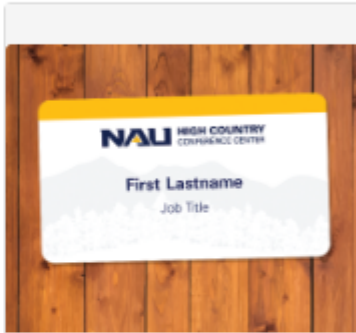
🔍 Keywords   🔽

NAU Name Tag

3.5"x2" White Aluminum
with Optional Magnetic or...

🛍 See Pricing & Pur...

AZ K12 ATA Name Tag

3.5"x2" Aluminum with
Optional Magnetic or Pin...

🛍 See Pricing & Pur...

HCCC Name Tag

3.5"x2" Aluminum with
Optional Magnetic or Pin...

🛍 See Pricing & Pur...

- **Choose Design Online On Your Own.**

- **Choose Design Option: Without Personal Pronoun or With Personal Pronoun.**

- **Click on Review to Personalize your Name Tags.**

- **Enter Job Name. Disregard the Quantity and Pages for this product and use the dropdown menu under Personalization to add templates if ordering more than one.**
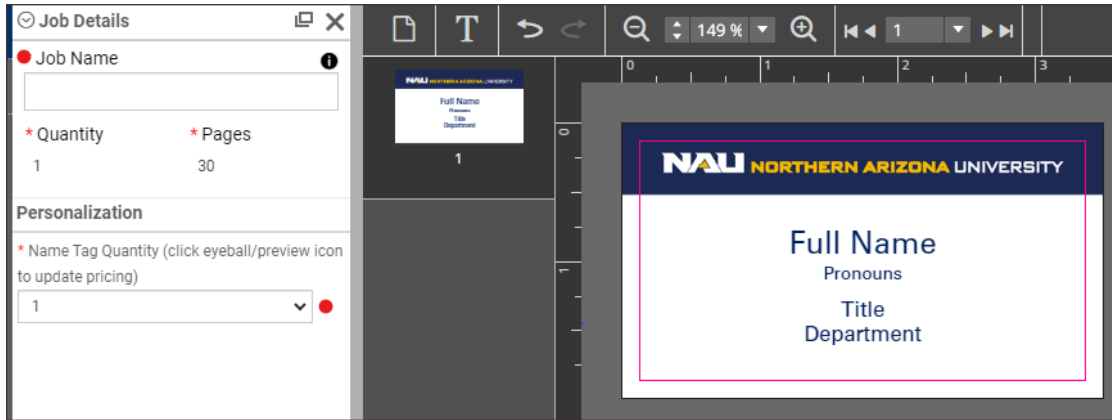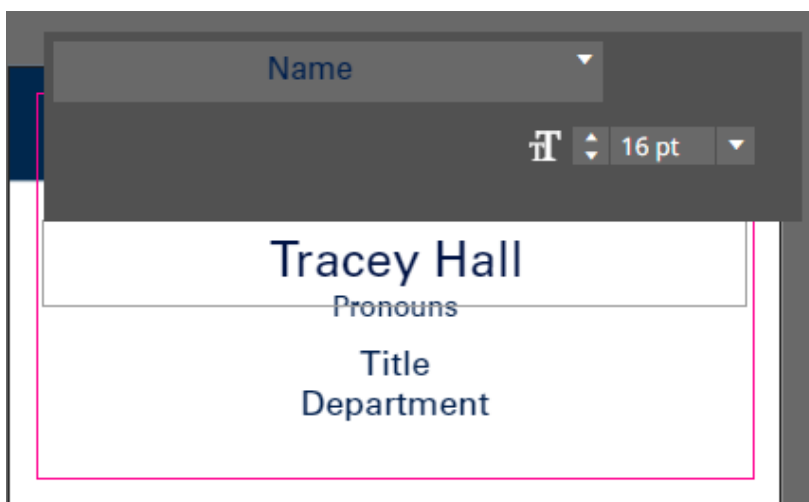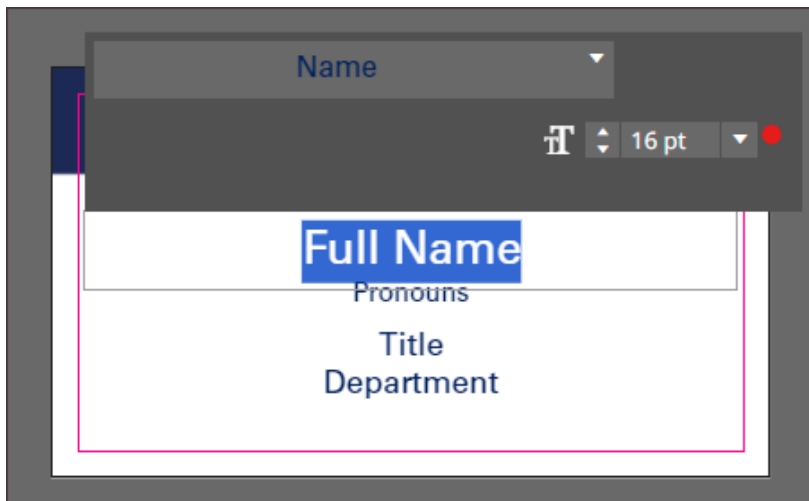

- **The corresponding number of templates will appear on the preview screen.**
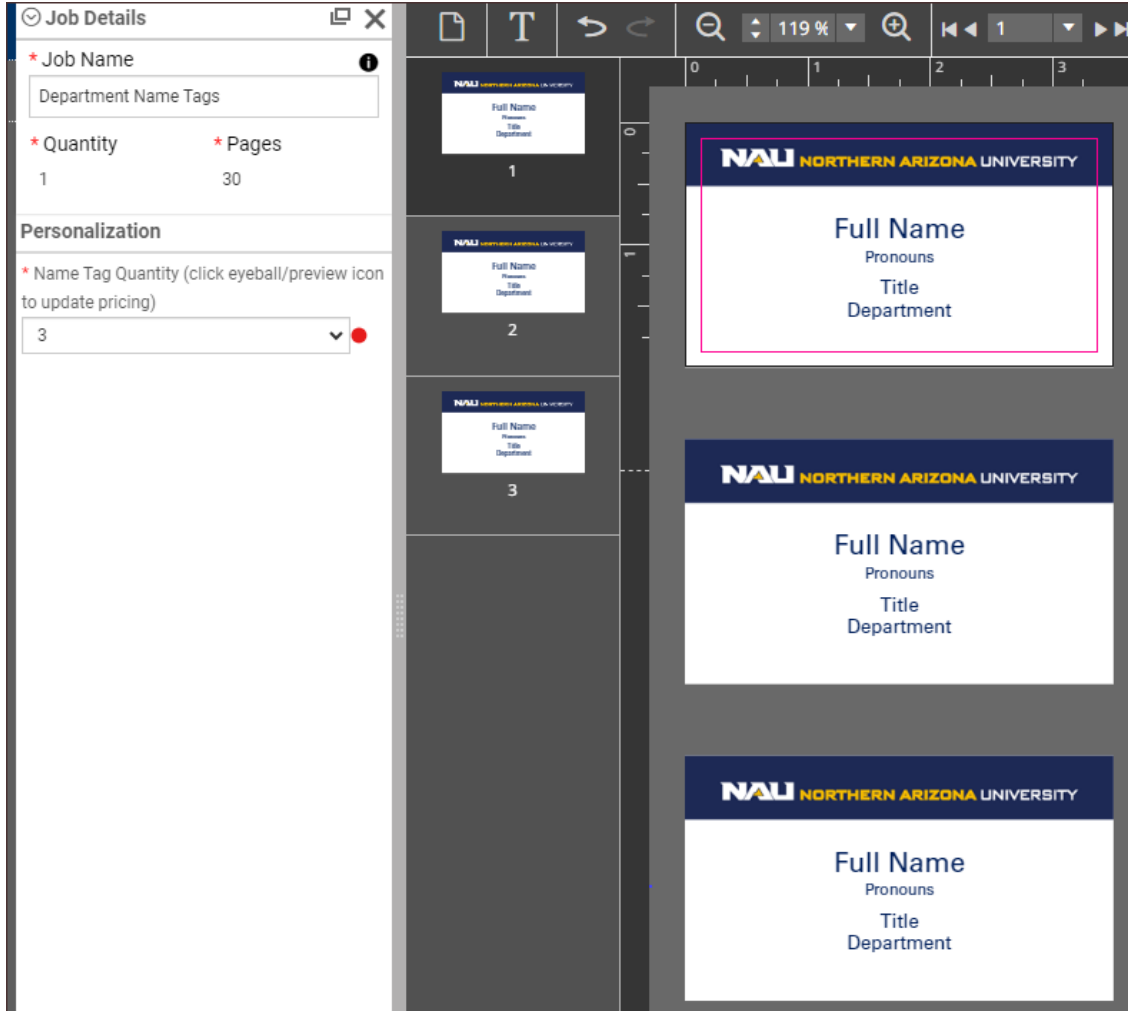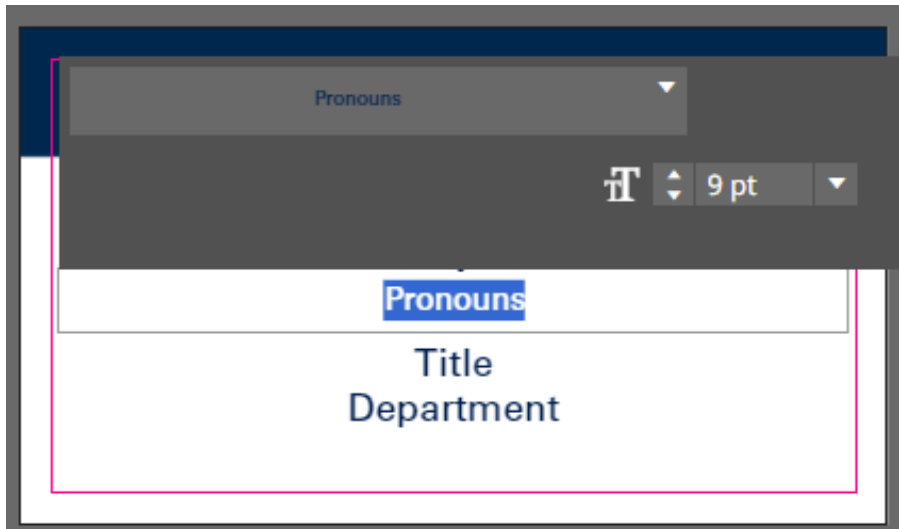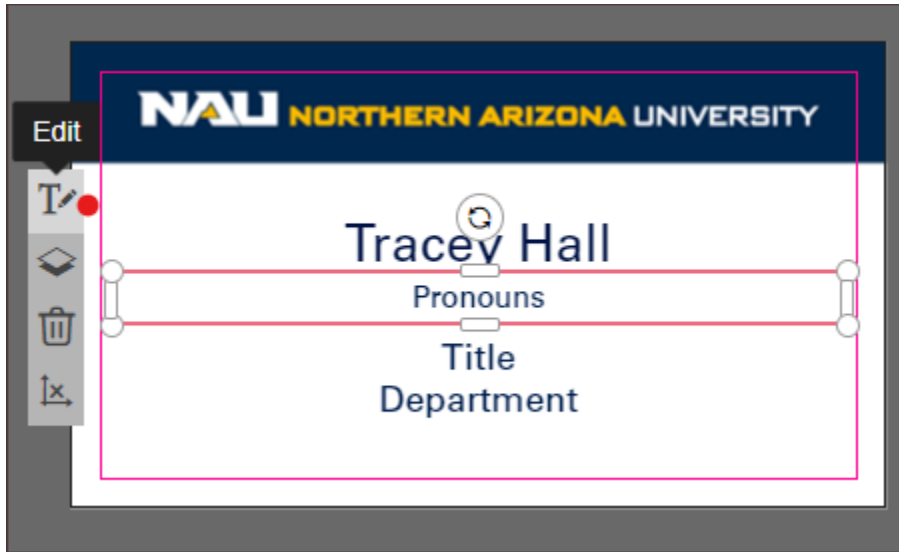
- **To edit click on the Full Name line on the preview screen and select the pencil editing tool.**
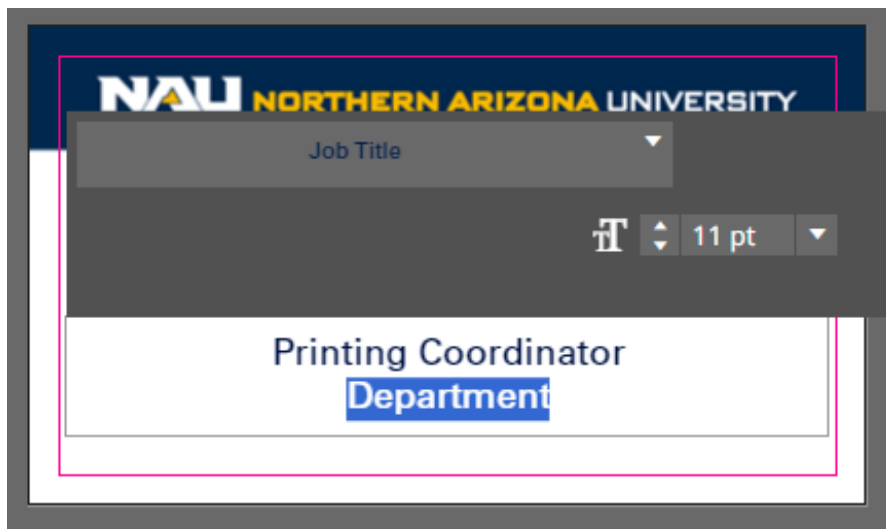

- **Highlight the first line and enter first and last name. (Decrease the font size if name has too many characters to fit on one line.)**

Click on the Pronouns line. Choose the editing tool. Highlight text and add pronouns.
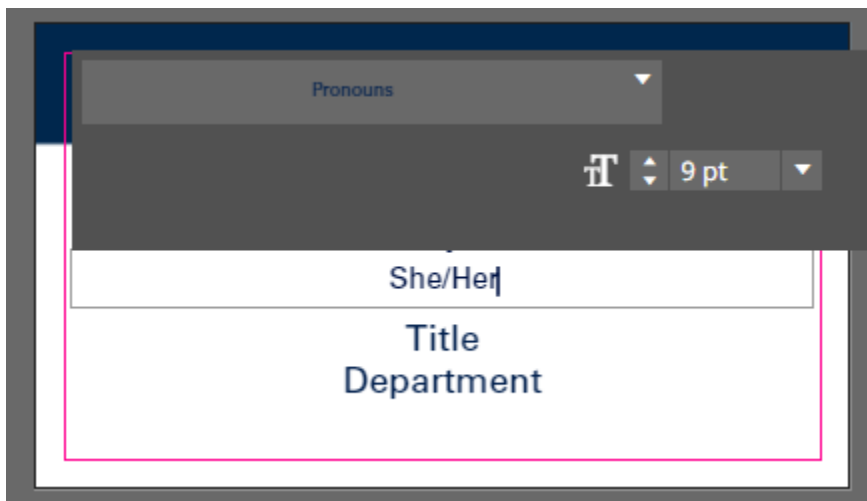
- **Click in the Title and Department box to select the editing tool. Highlight and enter Title. Repeat for Department.**

- **Click in the gray area on the preview screen to update and go to the next template.**

- **Repeat the process on remaining name tag templates.**

- **Click outside of template to update and click on the Add to Cart button on the bottom right.**

- **Price will update when order is added to cart. Use arrows below preview to review orders with more than one name tag.**

- **Click on pencil on upper left if you need to make corrections.**

- **The system defaults to Magnetic Backer but choose Pin Backer if you prefer.**

- **Click on Add to Cart button on bottom right and follow prompts to complete your order.**
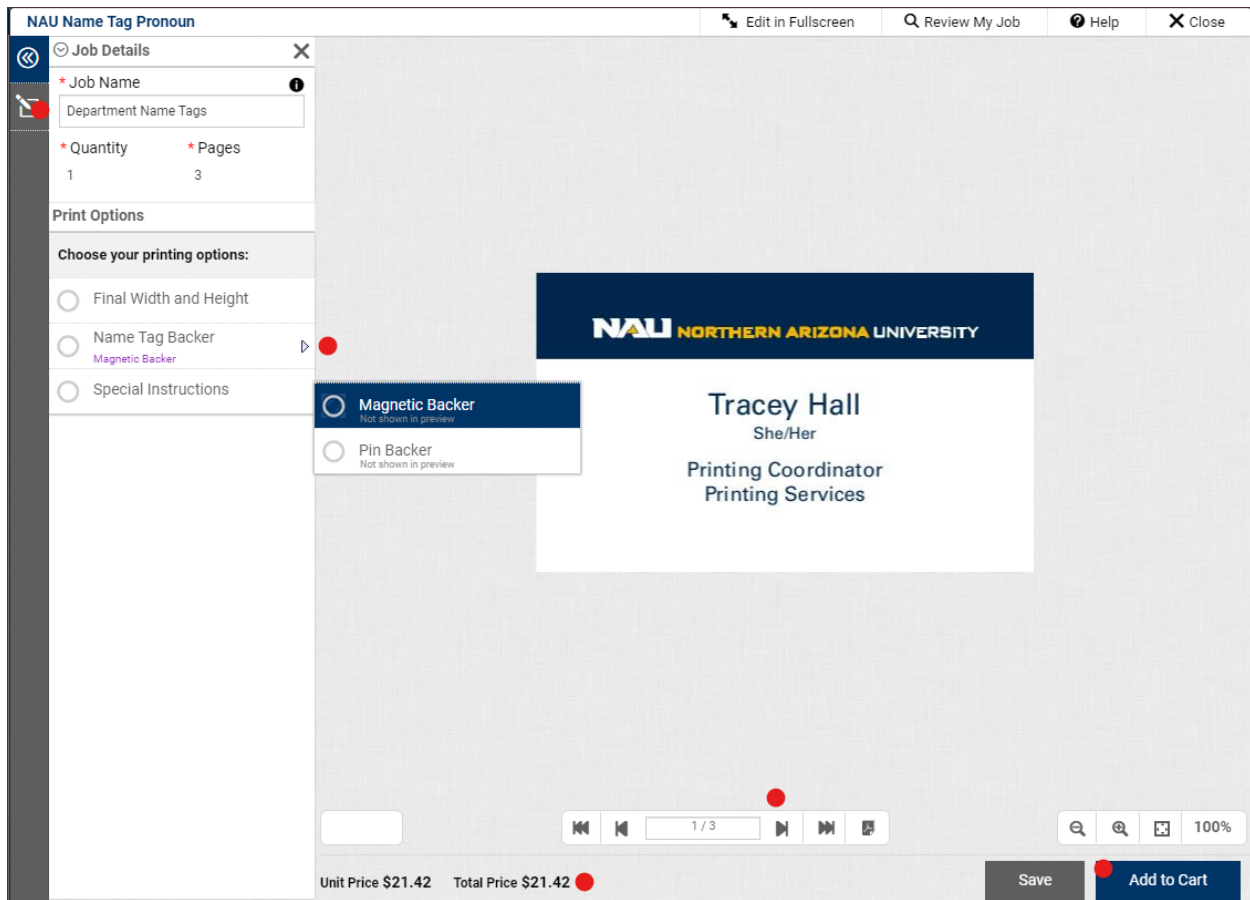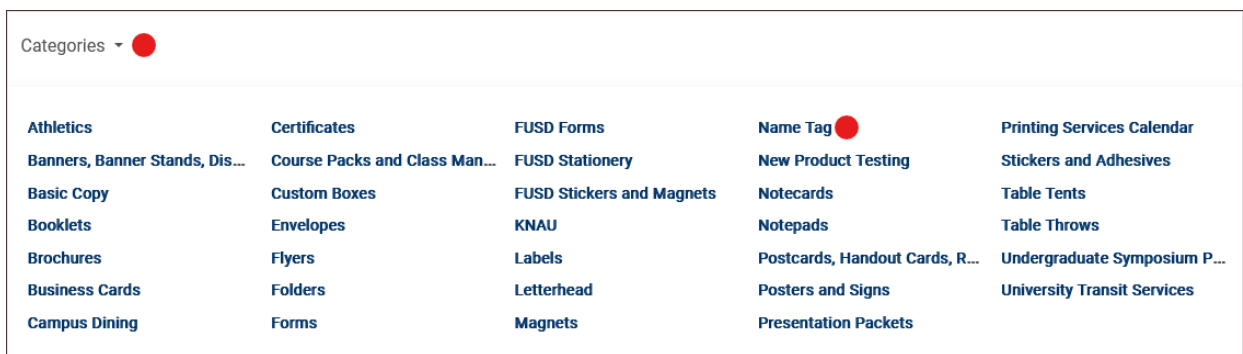

Email us at Printing.Services@nau.edu if you have any questions.

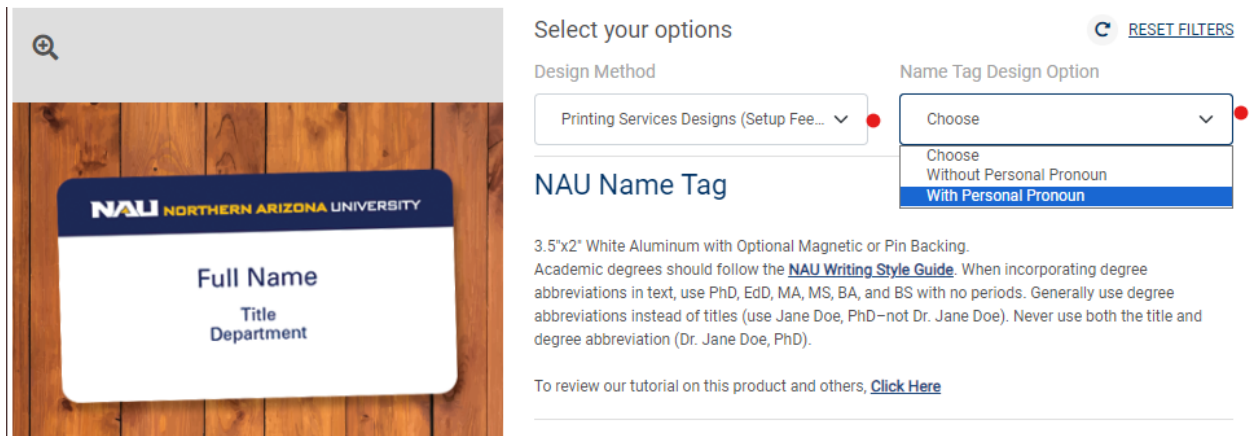# Instructions for Printing Services Designs

- **Log on to the digital storefront at nau.edu/order. Click on Categories.**
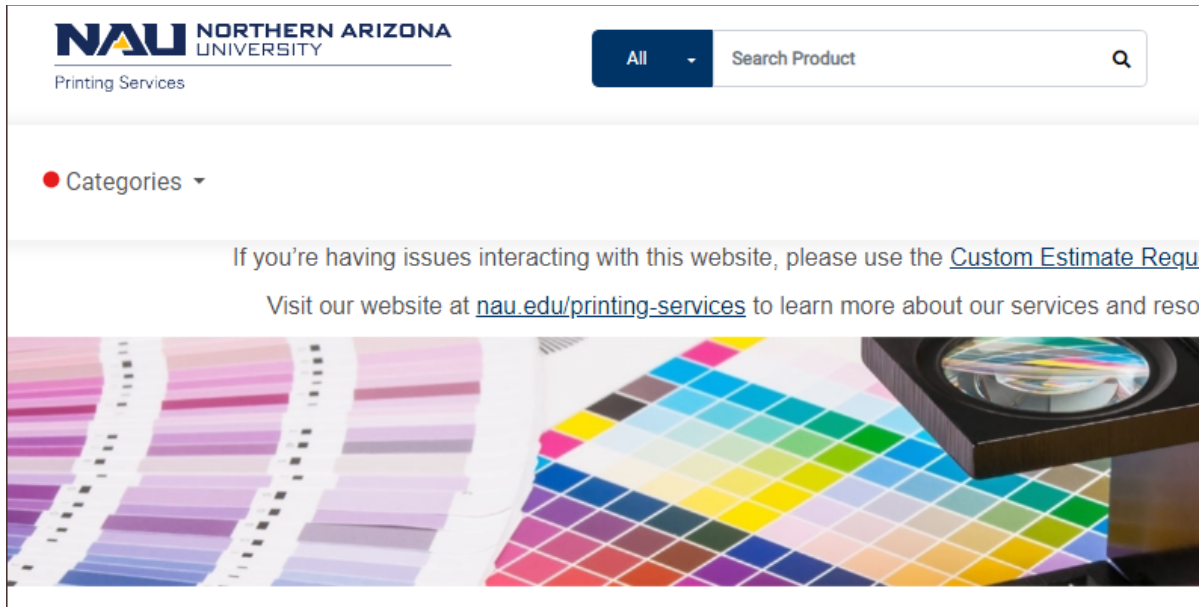
- **Dropdown shows products available to order on the Digital Storefront. Select Name Tag.**

- **Choose Printing Services Designs for design method. Choose with or without personal pronouns. Click on Review.**

- **Download the Multiple Name Tag List Template to your desktop. Click the Review button.**

- **Add Job Name and Quantity.**

- **Complete Multiple Name Tag List Template spreadsheet and upload to order by clicking on File Upload.**

- **Click on Add More Files to begin upload. Click on Done when spreadsheet has been uploaded successfully.**
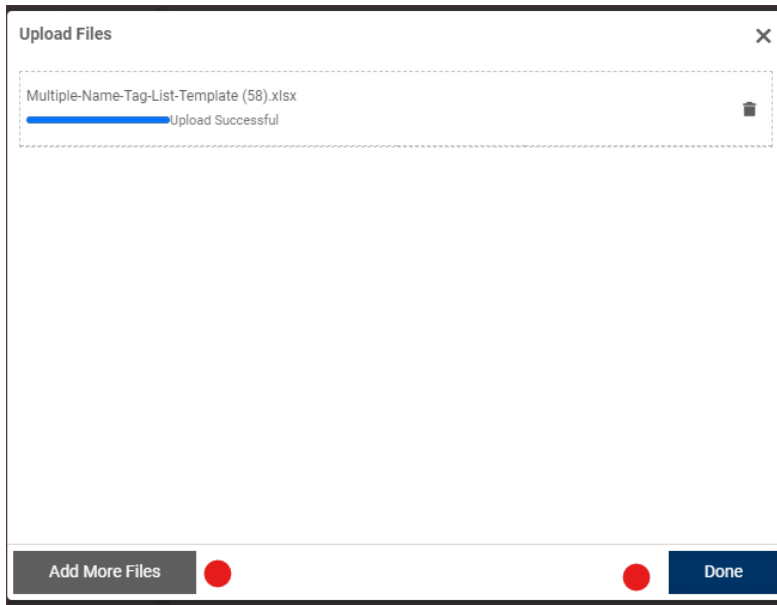
- **Note option to choose Pin Backer instead of Magnetic Backer if you prefer.**

- **Add to Cart and follow the prompts to complete your order.**

- **A pdf proof will be emailed to you for your approval before order is moved into production.**