

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.

The screenshot shows the NAU Printing Services website interface. At the top left is the NAU logo and the text "NORTHERN ARIZONA UNIVERSITY" and "Printing Services". To the right is a search bar with a dropdown menu set to "All" and a search icon. Below the search bar is a "Categories" dropdown menu. A message in the center reads: "If you're having issues interacting with this website, please use the [Custom Estimate Request](#) form. Visit our website at nau.edu/printing-services to learn more about our services and resources." Below this is a banner image showing a color calibration chart and a magnifying glass over a printed document. Underneath the banner is a "Featured Categories" section with four product tiles: "Go Green Products" (showing a brochure and a globe), "Gold Foil Products" (showing a gold foil name tag), "Event Signage" (showing a window sign and a banner), and "Notecards" (showing a "THANK YOU!" notecard).


- Click on the Name Tag category.

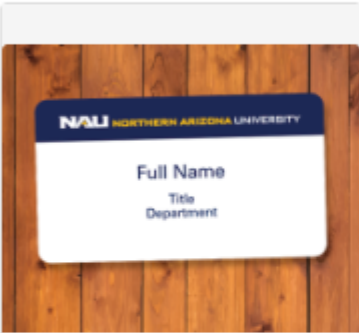
Categories ▾ ●

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.

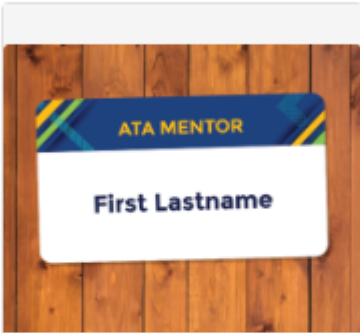
3 Products under this category

Keywords 




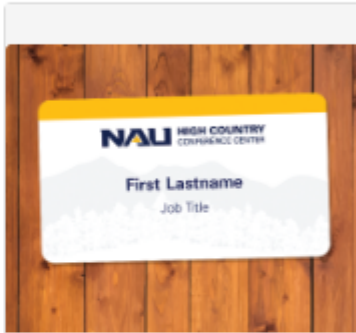
NAU Name Tag
3.5"x2" White Aluminum
with Optional Magnetic or...

 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.**



NAU NORTHERN ARIZONA UNIVERSITY

Full Name
Title
Department

Select your options [RESET FILTER](#)

Design Method

Choose

Choose

Design Online On Your Own

Printing Services Designs (Setup Fee Additional)


Name Tag Design Option

Choose

3.5"x2" White Aluminum with Optional Magnetic or Pin Backing.
Academic degrees should follow the [NAU Writing Style Guide](#). When incorporating degree abbreviations in text, use PhD, EdD, MA, MS, BA, and BS with no periods. Generally use degree abbreviations instead of titles (use Jane Doe, PhD—not Dr. Jane Doe). Never use both the title and degree abbreviation (Dr. Jane Doe, PhD).

To review our tutorial on this product and others, [Click Here](#)

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



NAU NORTHERN ARIZONA UNIVERSITY

Full Name
Title
Department

Select your options [RESET FILTERS](#)

Design Method

Design Online On Your Own

Name Tag Design Option

Choose

Choose

Without Personal Pronoun

With Personal Pronoun

NAU Name Tag

3.5"x2" White Aluminum with Optional Magnetic or Pin Backing.
Academic degrees should follow the [NAU Writing Style Guide](#). When incorporating degree abbreviations in text, use PhD, EdD, MA, MS, BA, and BS with no periods. Generally use degree abbreviations instead of titles (use Jane Doe, PhD—not Dr. Jane Doe). Never use both the title and degree abbreviation (Dr. Jane Doe, PhD).

To review our tutorial on this product and others, [Click Here](#)

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

Select your options [RESET FILTERS](#)

Design Method

Design Online On Your Own

Name Tag Design Option

With Personal Pronoun

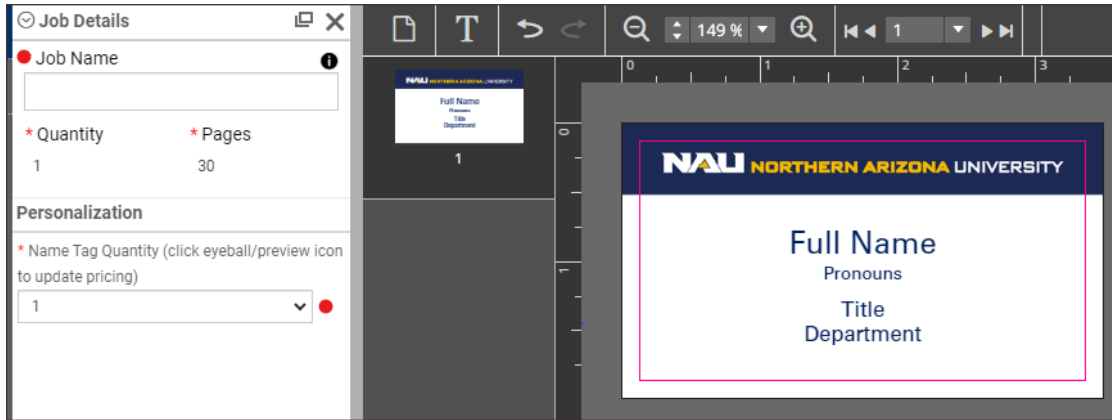
NAU Name Tag Pronoun PRODUCT ID : PS-SKU-690

●

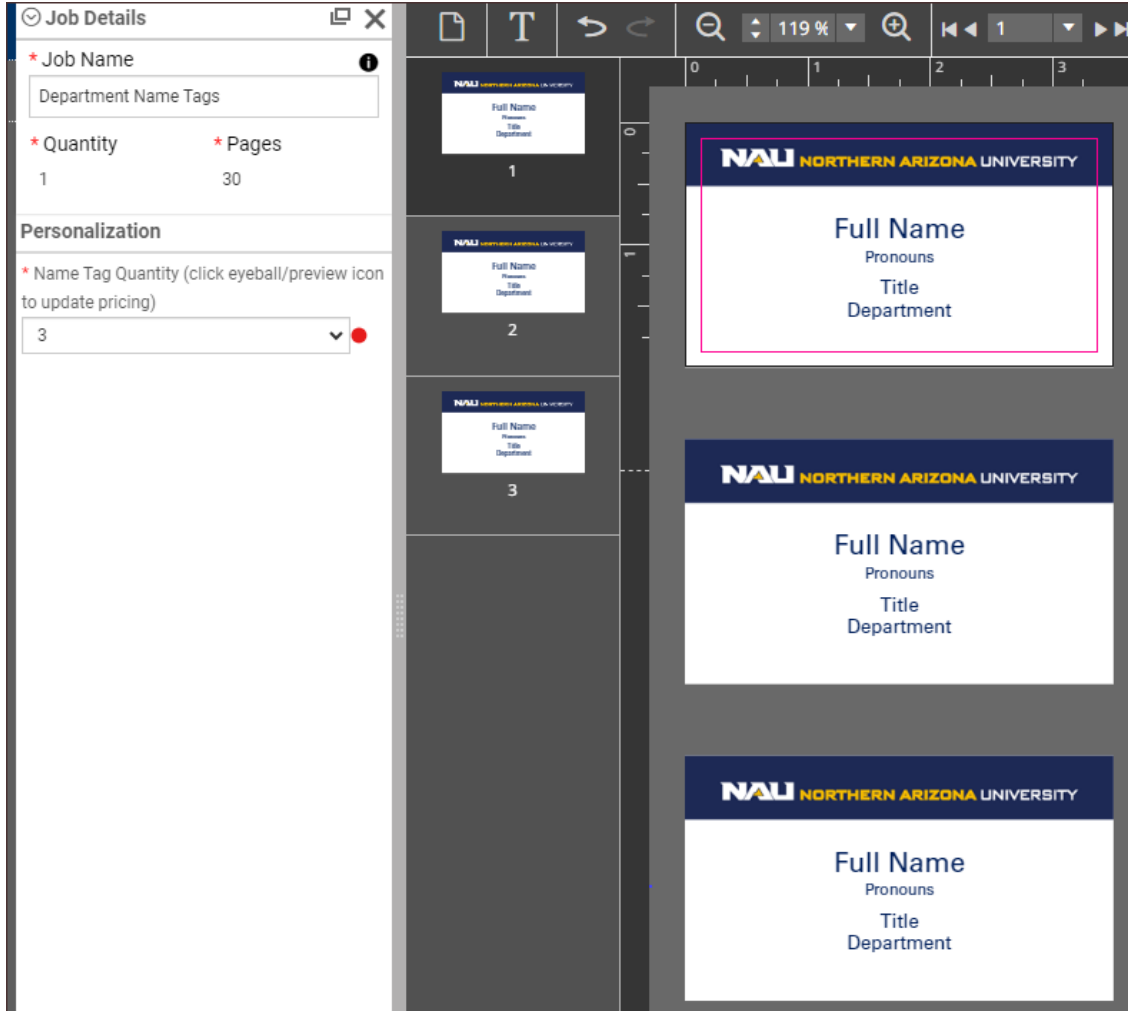
Review

Use this product to customize 1-30 name tags.
During design, click the "preview" button to see accurate pricing.

- 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.



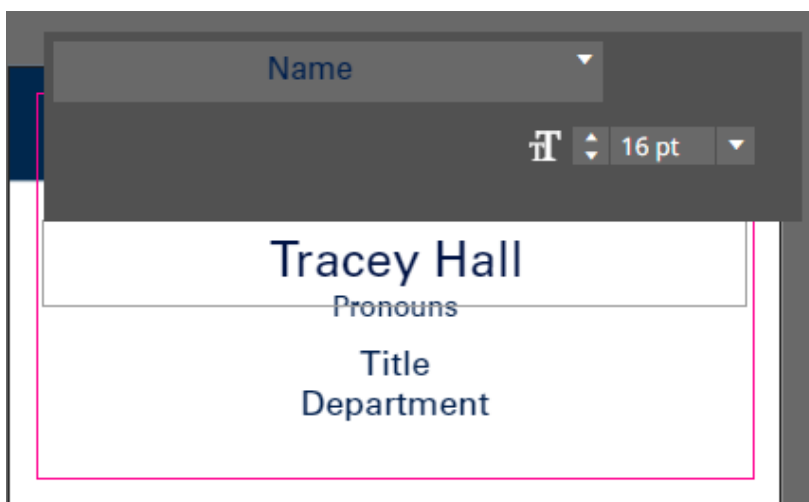
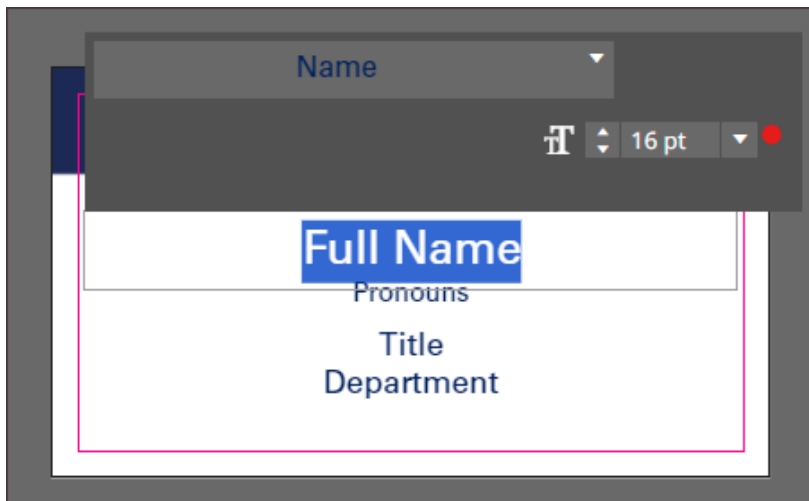
- The corresponding number of templates will appear on the preview screen.



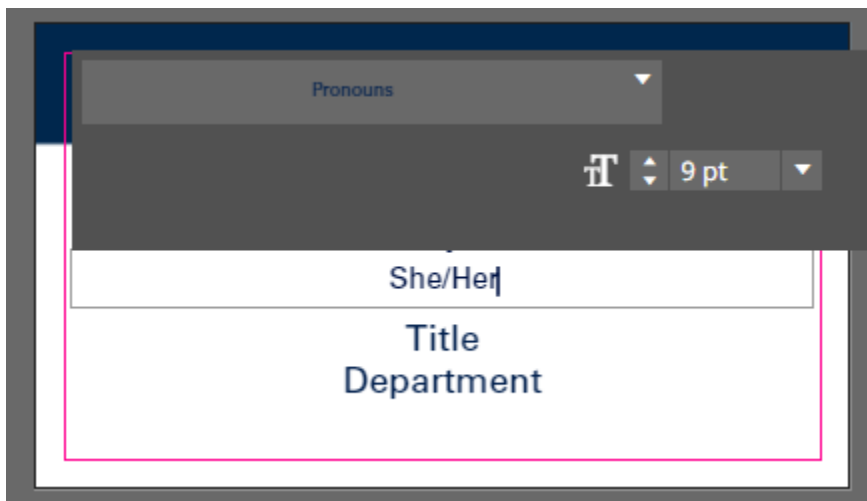
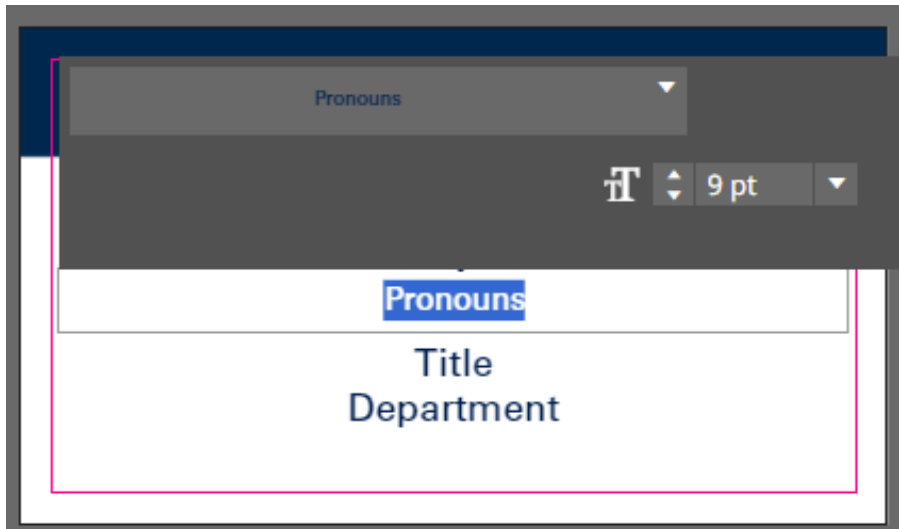
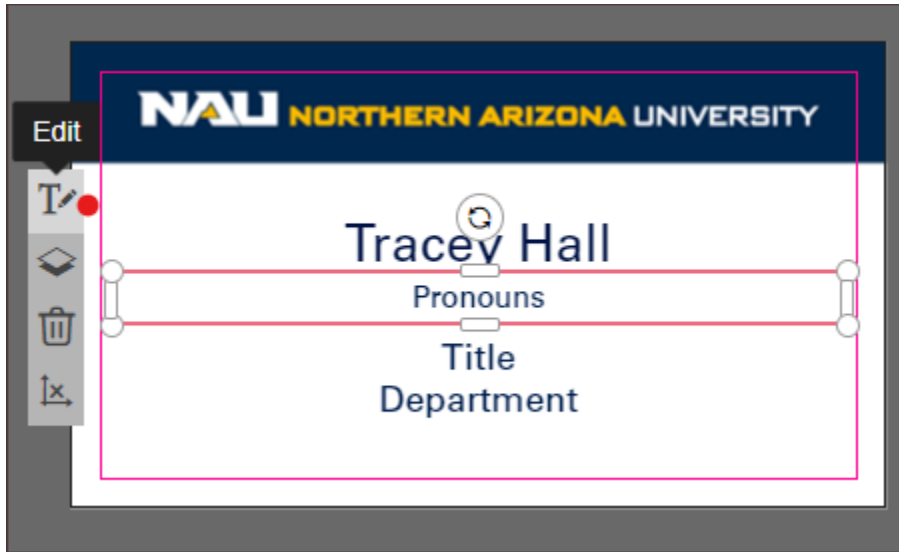
- To edit click on the Full Name line on the preview screen and select the pencil editing tool.



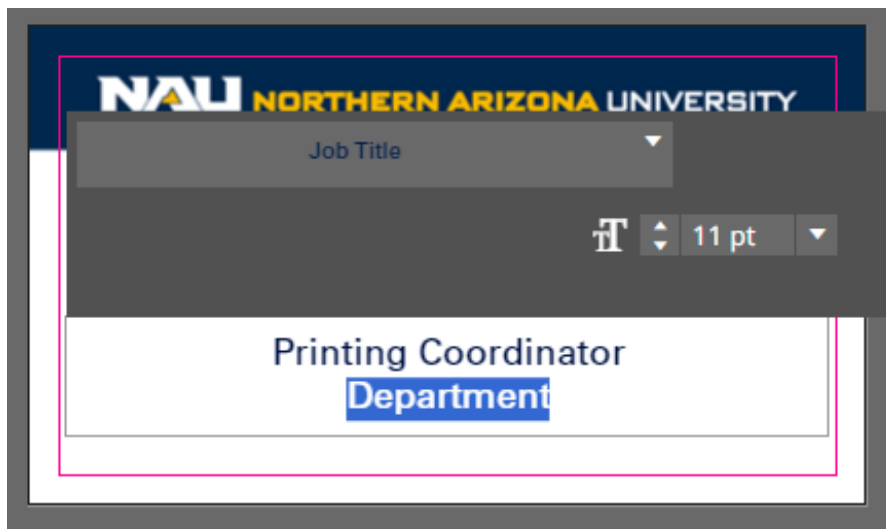
- Highlight the first line and enter first and last name. (Decrease the font size if name has too many characters to fit on one line.)



Click on the Pronouns line. Choose the editing tool. Highlight text and add pronouns.

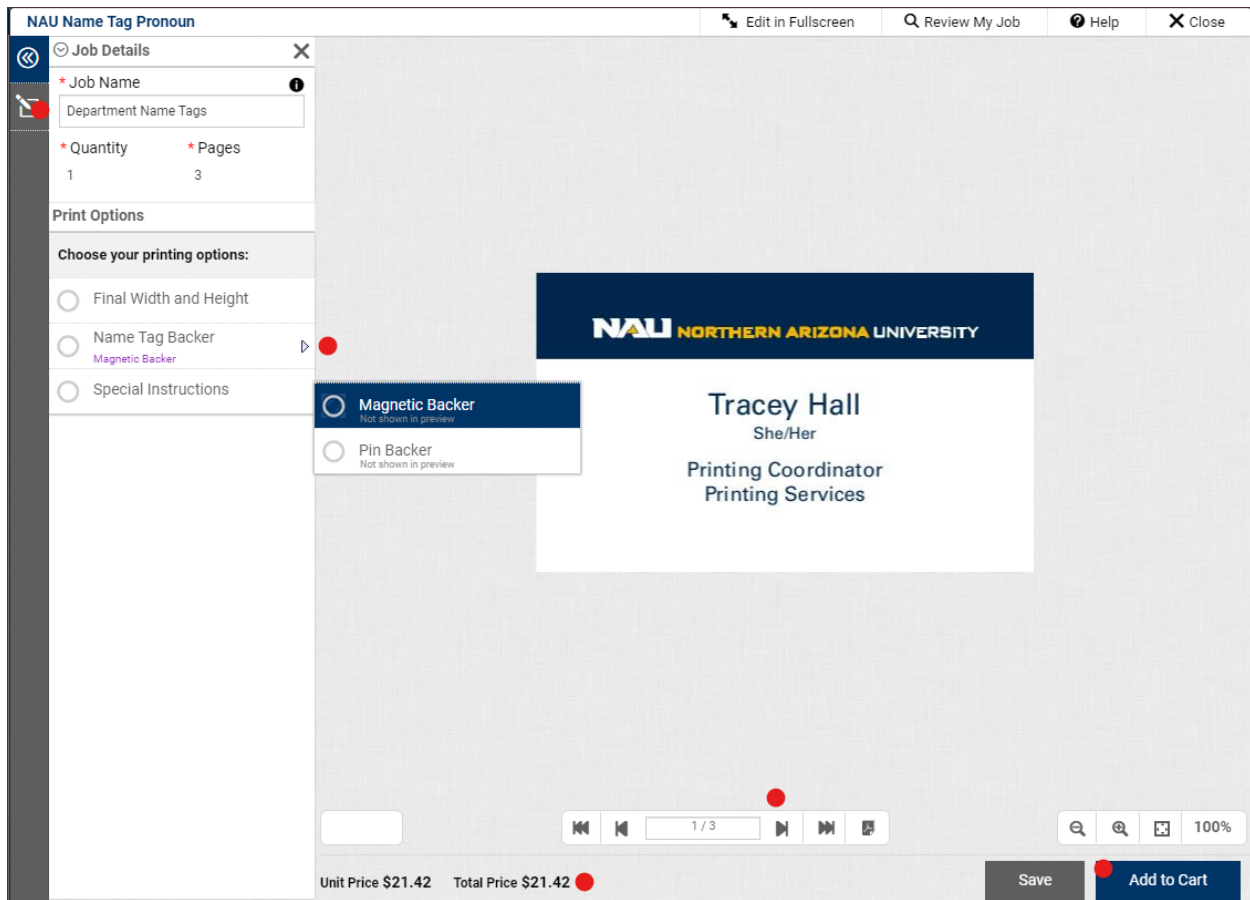


- Click in the Title and Department box to select the editing tool. Highlight and enter Title. Repeat for Department.



- 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.

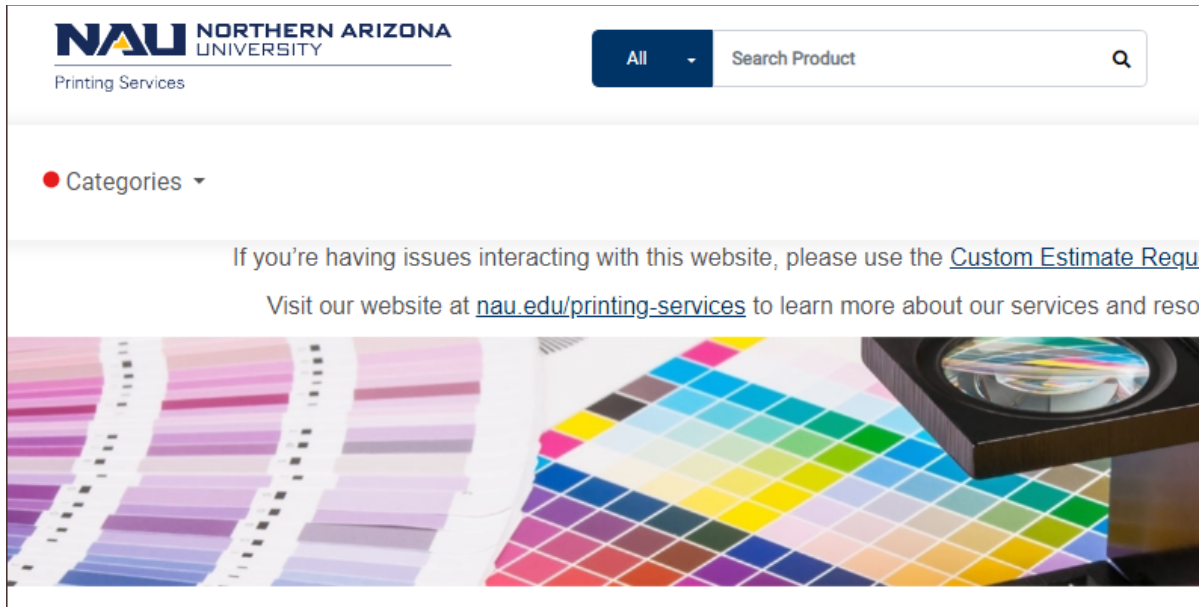
- Click on pencil on upper left if you need to make corrections.
- The system defaults to Magnetic Backer but choose Pin Backer if you prefer.
- Click on Add to Cart button on bottom right and follow prompts to complete your order.



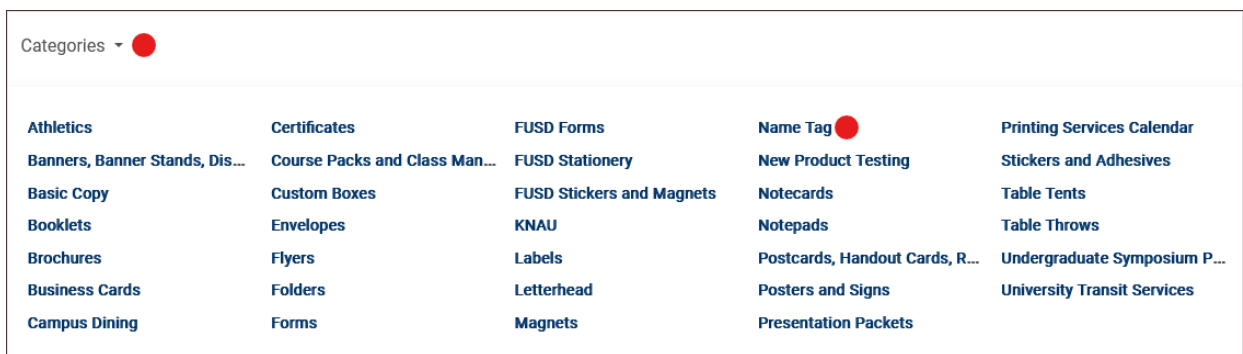
Email us at Printing.Services@nau.edu if you have any questions.

Instructions for Printing Services Designs

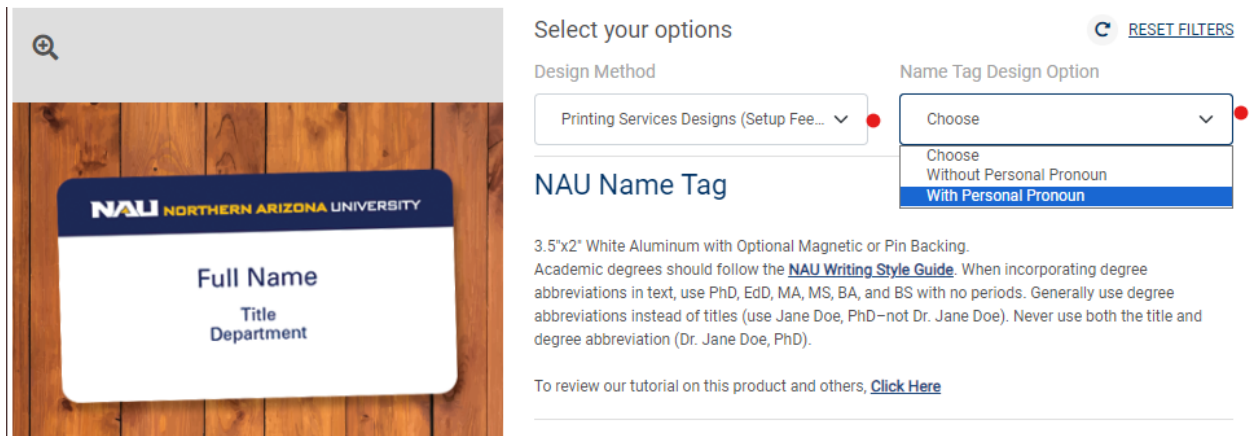
- Log on to the digital storefront at nau.edu/order. Click on Categories.




- 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.



NAU NORTHERN ARIZONA UNIVERSITY

Full Name

Title

Department

Select your options [RESET FILTERS](#)

Design Method

Printing Services Designs (Setup Fee... ▼)

Name Tag Design Option

With Personal Pronoun ▼

NAU Name Tag (Multiple - Printing Services Designs) PRODUCT ID : PS-SKU-691

● [Review](#)

Choose your desired quantity, upload your name list, and Printing Services will design your name tags and send you a proof for approval. This service may incur additional turnaround time.

Download the [multiple name tag list template](#) ●

Review the [multiple name tag FAQ](#) ●

- **Add Job Name and Quantity.**

NAU Name Tag (Multiple - Printing Services Designs)

File(s)

Background V2.pdf ▼

* Job Name i

Department Name Tags ●

* Quantity * Pages

20 ● 1

Print Options

Choose your printing options:

Final Width and Height

File Upload (Required) ▶
Upload

Name Tag Backer ▶
Magnetic Backer

Special Instructions

Job Summary

File(s) : Background V2.pdf

Pages : 1

Quantity : 20

Media : Name Tag 3.5x2 Aluminum -> Fit content to paper (no)

Orientation : Portrait

Print In Color/Sides : Print in Color, Single Sided

File Upload (Required) : Upload

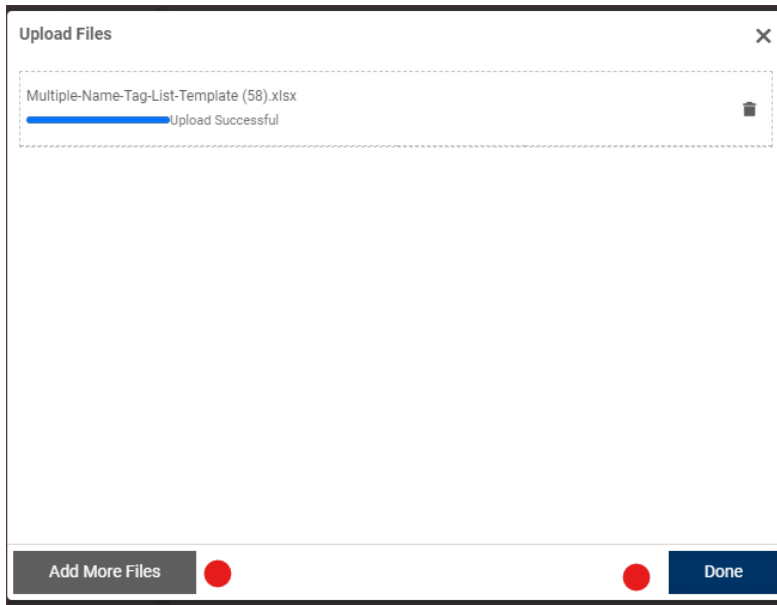
Heat Press Name Tag : Heat Press

Variable Data : Variable Data

Name Tag Backer : Magnetic Backer

Special Instructions :

- **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.

NAU Name Tag (Multiple - Printing Services Designs)

File(s)
Background V2.pdf

* Job Name
Department Name Tags

* Quantity * Pages
20 1

Print Options

Choose your printing options:

Final Width and Height

File Upload (Required) [Upload](#)

Name Tag Backer [Magnetic Backer](#)

Special Instructions

Job Summary

File(s) : Background V2.pdf

Pages : 1

Quantity : 20

Media : Name Tag 3.5x2 Aluminum

Orientation : Portrait

Print In Color/Sides : Print in Color, Single Sided

File Upload (Required) : Upload

Heat Press Name Tag : Heat Press

Variable Data : Variable Data

Name Tag Backer : Magnetic Backer

Special Instructions :

Magnetic Backer
Not shown in preview

Pin Backer
Not shown in preview

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

NAU Name Tag (Multiple - Printing Services Designs) Help Close

File(s)
Background.pdf

* Job Name
Department Name Tags

* Quantity * Pages
20 1

Print Options

Choose your printing options:

Final Width and Height

File Upload (Required) Upload

Special Instructions

Job Summary

File(s): Background.pdf

Pages: 1

Quantity: 20

Media: Name Tag -> Fit content to paper (no)

Orientation: Portrait

Print In Color/Sides: Print in Color, Single Sided

File Upload (Required): Upload

Heat Press Name Tag: Heat Press

Special Instructions:

Unit Price \$5.20 Total Price \$104.00 Save Add to Cart

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