



## 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. New Document
  - Name the Document
  - Make size of Document 3.5 by 1.5
  - Leave all other setting as default
3. Select rectangle tool, Click upper left corner, and drag down.
4. Click padlock to unlock, enter dimensions 3.125 by 1.125
5. Click round corner and enter in the corner radius box 0.1
6. Select rectangle tool, click to upper middle, and drag to draw.
7. Select pick tool, click the rectangle, and change dimensions to .5 by .125(Cut Slot)
8. Click round corner and enter in the corner radius box 0.1
9. Hit P to center, and then up arrow to move.
10. Group objects by selecting slot shift select rectangle. Select Arrange (In the video, it's the called the “Object” menu “Group” the “Group Objects”
11. Select outline width and change to hairline thickness
12. Click the text tool
13. Type name/title
14. Select font and font size
15. Press return and repeat #13 & #14
16. Click on horizontal alignment and select center to center wording
17. Select pick tool, and click P to center all the wording(Use up or down arrow to move vertically as needed)
18. File import
19. Select Image
20. Size image by using corner grips and then place image in desired spot
21. Drag ruler down to line objects up
22. Select File
23. Select Save As, and save document