

# Name tags (Menovky) V.18.08

A long time ago I went to a conference abroad where I encountered name tags. All participants had on the table front of them paper name tag with their name in appropriate letter size.

Our lecturer could address us by our name and he/she didn't have to use a phrase "hey you in the second row by window." It was important because we were abroad and our names could have been hard to pronounce.

At first, I, as a lecturer, was using this trick. Nowadays I lecture at the "Universita tretieho veku" and times have changed. It is possible to do it by hand. It is enough to hand out to participants a paper and ask them to write on it their names. Every participants has a different writing style and writes in various letter sizes. The result might not be that legible.

I devised a program which will make a production of name tags easier. You will need only a computer and a printer.



## 1. How to start

Copy the file **Menovsky.exe** and **Menovsky.txt** from the installing packet into your directory.

In the file Menovsky.txt will be a list of your participants. In the list, one line is assigned to the individual name tag. No empty lines please.

After clicking on it, this file will open in the program Notepad.

The program Notepad usually uses for coding diacritics (the national characters) Windows-1250 which we need. You can not use MS Word because it adds additional information to the resulting file

At first, write into the file Menovky.txt only one name which you can use to try out printing.

I usually get a list of participants in a format of a table in MS Excel. I simply export the list of the names and it's done.

When you click on the program **Menovsky.exe** , it will create a new file **Menovsky.html** . You have to print it on the A4 paper.

The file Menovsky.html is portable and you can sent it via email if you do not have a printer handy at home.

The creation of name tags works even on USB, nothing needs to be installed.

## 2. Setting of the printer

The name tags are printed of one side of A4. it is a bit more paper, but that way there is no need for cutting. Just ask the participants to bend the paper of marked spots like this :



**Kozáková Anastázia**

**Kozáková Anastázia**



It is advised to use **Print Preview** before print and set the minimal edges and cancel headers and footers. I use Firefox, but it works with Chrome, Internet Explorer and Edge as well.

### 3. Reversed text

The advantage of name tags made this way is that the name is on it twice. When I lecture seniors about computers, they all have a computer front of them.

When I am standing behind the participant, with the classical name tag, I would not see his/her name.

A name tag made with this program is readable from the front and back.



### 4. Small labels for a wedding

The idea with the label is good, but in practice more labels are needed for other actions than training. I have edited the original program so that 6 small labels can be printed on A4 paper. Their size is 95 x 43 mm.

You will use this label for a social event, for example, Wedding when placing a label on a festive table in accordance with your appointment plan. In order for the program to know what labels you need, you must insert in the Menovky.txt file, where the list of people is also the first line where the label is

**6=**





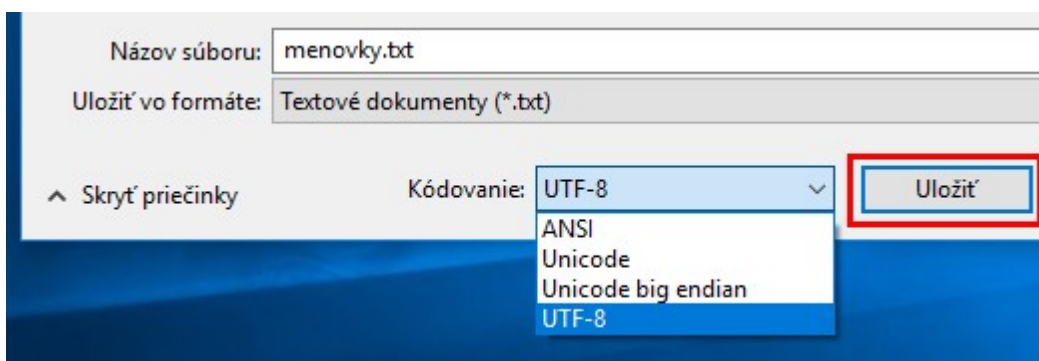
## 5. Option to encode diacritics

I have also added the code page for diacritics, which applies to both small and large labels. The program will normally use the **windows-1250** encoding.

For names in languages other than Slovak and Czech it does probably not suit. It is better then to use UTF-8 encoding.

Your Menovky.txt file must also be saved in UTF-8 format.

In **Notepad**, you can set it as follows :



In order for the program to know what encoding you want to use, the first line should be :

**=UTF-8**

It is possible to combine it as well

## 6=UTF-8

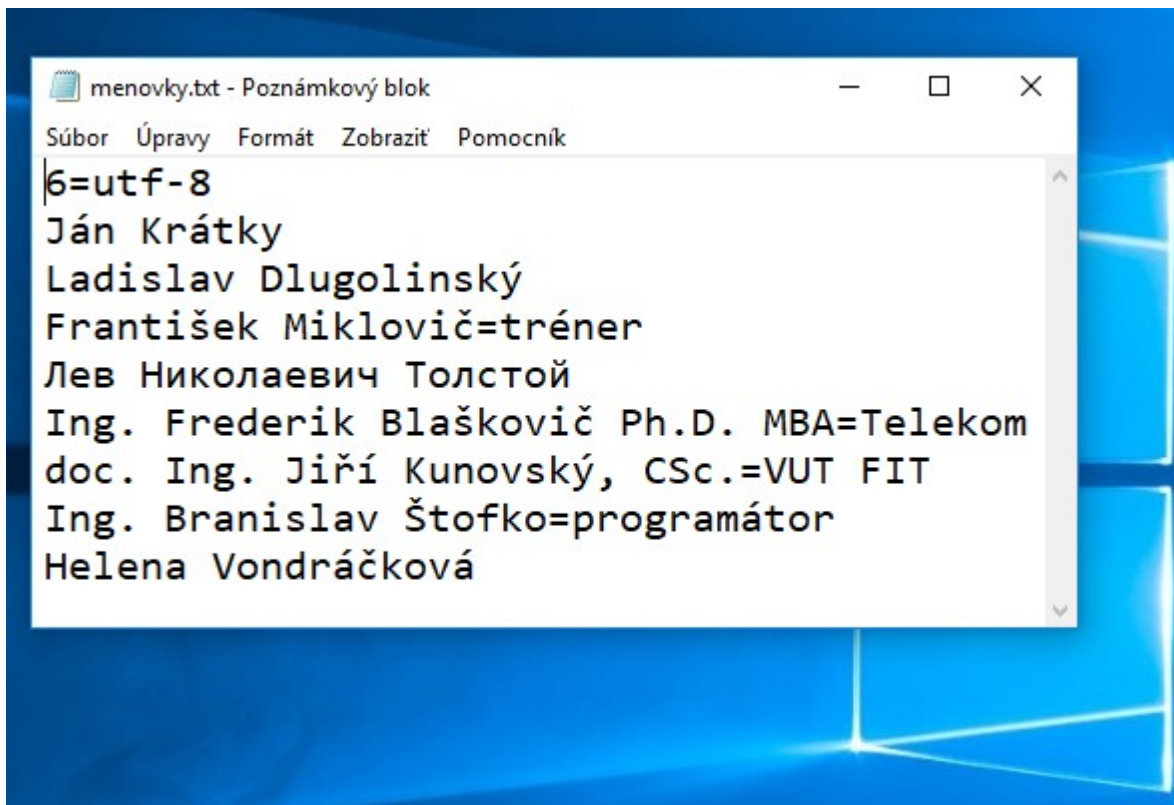
### 6. Format a small label

Because the label is small, the long name can be divided into two rows. Sometimes automatic partitioning is not the best solution.

Because it still applies to small labels

#### **one person = one line**

in the Menovky.txt file, I used the = division character. It's best to see the example.



In the case of a family meeting, you probably will not use titles and features, and it is without modifications created as follows :

<b>Ján Krátky</b>	<b>Ladislav Dlugolinský</b>
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The long name is automatically divided into two rows automatically, or if the sports club meets, use =. Here you can see that neither Cyrillic is an obstacle in UTF-8 encoding :

<b>František Miklovič tréner</b>	<b>Лев Николаевич Толстой</b>
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In addition to the number of titles, I've separated the company name by the following =

<b>Ing. Frederik Blaškovič Ph.D. MBA Telekom</b>	<b>doc. Ing. Jiří Kunovský, CSc. VUT FIT</b>
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In order not to be like in the military barracks, I added one woman :

<b>Ing. Branislav Štofko programátor</b>	<b>Helena Vondráčková</b>
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## **7 . Economical big labels**

When I decided to make a label program, I needed about 30 labels quickly. I did not want to do this manually, so the format was

one page A4 = one label

I gave the labels to my listener, and I showed them how to get it. I did not need to cut anything. Such a label, however, occupies a lot of space on the table.

After success with small labels, I added the option of printing two labels to A4. Labels have the same font size as the first ones, but they are more robust. The downside is that you already need scissors.

In the first row in the Menovky.txt file, set the line format as follows :

**2=**



## 8 . Conclusion

This program is freeware, but the author reserves the right to decide where the program will be stored for downloading. If you intend to store the program for downloading on another server, please inform the author.

The program Menovky.exe has in the current versions the following properties

Length 7 168 Bytes  
Date 09.07.2018  
Time 02:34:29

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