

## **Instructions for Blue Card Templates:**

These templates are to create blue cards for BSA merit badges: "BlueCard-MultiScout-SingleMB.pdf" (the one I use most often) is for *several* Scouts for *one* merit badge, "BlueCard-SingleScout-MultiMB.pdf" is for *one* Scout and *different* merit badges, and "BlueCard-MultiScout-MultiMB.pdf" is for *different* Scouts and *different* merit badges. If you have Acrobat Pro, you can use Forms/Manage Form Data to export the data, import data you have saved previously, or merge data files into a spreadsheet, though this is not very useful for multiple badges on a single sheet.

This is designed to be printed on standard blue 8½" x 11" card stock, available at most office supply stores.

Once your information is complete, print the front page, then run the cardstock through again to print the back side. Make sure you do not feed it upside down! Then (normally, using a paper cutter), slice off ½" on the left and right (on the vertical dotted lines), and cut the cards apart on the horizontal dotted lines.

I hope these are helpful to you and your troop. Let me know if you have any questions or suggestions.

Yours in Scouting,

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