

Student Name

Chapter Name

dt

month

year

Directions:

1. Double click on each field in order to type the actual information over the descriptions. The template form is formatted to align with the current certificate format.
2. Test the spacing before printing on actual certificate. The spacing of the date information may need to be adjusted. In order to turn off the 'protection', right click anywhere on the grey menu bar above and checkmark "Forms" for the Forms menu bar to appear. Single click on the icon that has the picture of a padlock. This unprotects the document. This will allow you to add any spacing necessary on the date line.
3. Once test printed, manually feed certificate into printer. Choose File-Print and verify information prints correctly.
4. Follow these same steps for the rest of the certificates only changing the Student Name.
5. Template should not be saved in order to keep original template spacing.