

Instructions for using your Stock Certificate Template

Filling-in your JSSCo Stock Certificates is easy. We've created these certificate templates to fit the layouts of all your favorite titles. Just open the template, enter the appropriate text (like name, award title, and date) and print. It's that simple!

- 1) Find your template, there should be an item number on the bottom corner of your certificate that corresponds to a series number. *Numbers 1-60 are the Classic Series. The Athletic, CFC, CK, GFC, and RL Series certificates each have one template that works for all certificates in the line.*
- 2) Open the attached template for your award and save to your computer. (Be sure to save to a location you can easily find. You might want to create a new folder on your desktop named "Custom Certificate Templates.")
- 3) Click with your cursor to highlight the text you want to replace and enter your own text.
- 4) Load your paper into the printer and print onto your awards. The margins, alignment, and paper orientation are predetermined by the template. (You may need to refer to your printer's manual for instructions on how to properly load the paper.) The shaded areas in the template will not print – only the text that is entered. Always print a test page on blank paper to be sure the paper is loaded properly. You can hold it up to one of your certificates to check that everything fits.
- 5) If you experience any problems and "mess up" the template spacing, etc. you can always open a new template and start from the beginning.

That's all there is to it! Now you can personalize your awards quickly and easily.

Template Tips:

To change the Typestyle...

- If you want to change the typestyle and font size simply highlight the text and select your new font and size. Remember that anytime you make changes to the font or size you may alter the spacing on the entire document. (See alignment instructions for correcting this issue.)

For Alignment issues...

- To adjust the spacing of the text fields you will need to adjust the blank space in between the text fields. Place your cursor between the text fields and adjust the font size. This will move the field below the cursor up or down depending if you increase or decrease the font size. Remember that any adjustments you make affect the text fields below the point of adjustment, so you may need to adjust the blank spacing in more than one place.
- For example if the Awarded For line is too low and the Day/Month/Year line is in the correct position, you would place your cursor in the blank space above the Awarded For line and reduce the font size, this will move the Awarded For line up. Then place the cursor in the blank space below the Awarded For line and increase the font size the same amount you decreased, this would move the Day/Month/Year line back to its original position.

Need Help?

- Email artwork@jonesawards.com with the certificate number, alignment issue, and color (applies to certificates we offer in multiple colors).