

How to print your fillable certificate

A step-by-step guide to printing your New Membership and Sponsor Certificates



- 1** In both Microsoft Word and Adobe Acrobat, there are fillable fields for recipient name, club name and date. By clicking within the fields, you will be able to populate your information.
- 2** Before printing on the actual certificate, it is recommended to print a test sheet to ensure proper alignment:
 - Certificate size is 8.5in x11 in and should fit most standard printers.
 - If your printer prints another standard size (e.g., A4), change the paper size in your print settings.
 - Determine which way the paper is printed by drawing a marker or arrow on the page. This will help determine which direction and orientation to load the certificate.
 - Ensure that your paper weight settings are adjusted to “cardstock”.
- 3** After determining how the printer executes the print, print a test of the template and hold over the actual certificate to ensure that alignment is close in proximity to the blank areas on the certificate.
- 4** Once alignment is set, load the certificate in the printer and print directly on it. Once printed, your certificate is ready to use.

