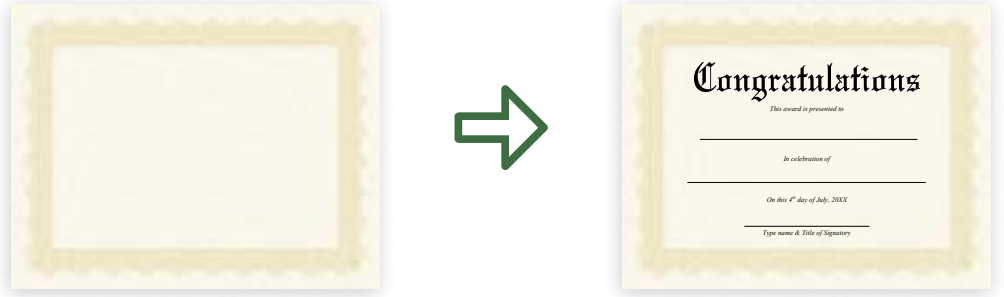


Print Your Own Custom Certificates

Your certificate order gives you full access to a selection of professionally designed templates.

Choose the one that best fits your needs, make edits and print the final design on your certificates.



Downloading a Template

To download a preformatted, customizable Microsoft® Word template, visit our website:

<https://www.gallerycollection.com/certificate-templates.htm>

Each template has editable text or you can download a blank template to make yours completely unique.

Browse the templates and click the link to download your choice. Save the template to your computer so you can open and edit it.

Editing Your Template

You can change or add anything including: Text, Fonts, Font Size, Alignment, Spacing, Position, Color, Lines and Images. Some templates contain graphic text at the top in a custom font which can be scaled, positioned, or deleted, but not edited.

Important: If you are unable to make changes to the template, click "View" in the top menu and then "Edit Document" in order to switch to editing mode.



Important: The margins in the template are set up to accommodate the space needed for the pre-printed border. Changing the margins may cause the certificates to print incorrectly.

Add Logo or Image

You can insert a logo or image to any template in the same way you would add it to a regular Word document.

For templates with a logo placeholder, follow these steps:

1. Click the frame around the words "Place Your LOGO Here" and delete it
2. Highlight and delete the "Place Your LOGO Here" text
3. Insert your image or logo
4. If the text below the image/logo goes onto a second page you can:
 - a. Scale down the image/logo until the text moves back to the first page.
 - b. Check there is not any blank space below the image/logo by hitting backspace.
 - c. Right click on the image/logo, select "Wrap Text" from the drop down and select "In Front of Text". This will let you scale without moving the text above and below it.

Seals

Templates are designed to leave enough room for Gallery Collection Embossed Foil Seals. Check the placement of your seals before printing (See Testing Your Template instructions on next page).

Testing Your Template

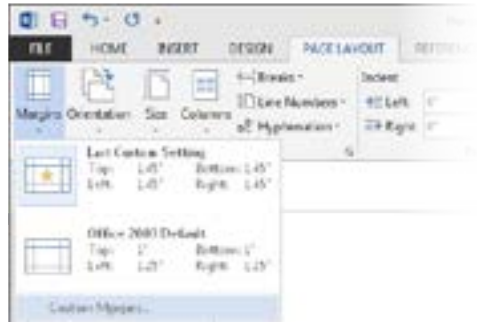
When your template design is finished, we recommend printing a test on plain paper first.

Centering Adjustments

Our templates are designed to be perfectly centered, but some printers may offset the design slightly. To test and adjust the centering follow the steps below:

1. Print a test on blank paper and measure from each edge to be sure the art is centered.
You can also place the test sheet on top of a pre-printed border certificate and hold it up to a light source to check the placement.
3. If the art is too close to one edge, you can increase that side's margin to push it back to center*
 - a. Select "Page Layout" in the menu, then click on "Margins", then "Custom Margins"
 - b. Add 0.03" to the edge the art is too close to and click OK
 - c. Print another test and remeasure. If the art is still not centered, repeat steps a-c

*This certificate has printed slightly too far down, so we would need to make the bottom margin larger to compensate.



Printer Load Direction

The final step before printing is to determine how the certificate blanks should be loaded in your printer.

1. Check your printer tray to see if it has an icon indicating which side should be loaded.



Load paper with certificate border face up



Load paper with certificate border face down

2. If there is no icon and you are unsure of how to load the paper, follow these steps:
 - a. Write and "X" on a blank piece of paper
 - b. Load the marked paper into your printer with the "X" facing up
 - c. Print your certificate template
 - d. If the "X" is on the same side as your certificate, your certificate paper should be loaded with the border face up
 - e. If the "X" is on the opposite side of your certificate, your certificate paper should be loaded with the border face down

Final Printing

Once all of these tests are complete and you are satisfied with the final result, you are ready to print.

We recommend, as a last and final check, loading a single sheet of pre-printed certificate paper with the border and printing one certificate before printing all of them.

If you would like The Gallery Collection to print your certificates for you, call customer service at the number below.

To order more certificates please visit www.GalleryCollection.com or call 1-800-950-7064