Instruction for MNSSDAR Certificate Printing

4/2022

Templates have been put together to improve the way the certificates look when personalized for the winners.

There are two versions to choose from:

#1. State Certificate Template.docx requires the State Regent to wet sign the individual certificates.

#2. State Certificate Template.docx incorporates the State regent’s signature and prints it on the certificate.

Both files should have been emailed to you. You should be able to print these on copy paper, lay them over the printed certificates to see that they fit perfectly on the printed Certificate and that the fonts are intended as presented and ensure that your printing will work with the printed certificates.

1. Add your information to the template in the EXACT location shown in red. You will have to change the font color to black. DO NOT shift position up or down or right and left in the template or use another font or weight, as then your customized info will not fit the actual certificate.
	1. Delete the “Member Name” and “Description of Award” after you added your information.
2. Run a test sheet through your printer and make sure it is correct before printing the actual certificate. Use the printed State Certificates provided.
3. DO NOT create your own certificate. Please use these templates!! Make sure any certificate you present is of "frameable quality".
4. The provided templates are designed to make it easy for you to put the certificates through your printer. If you are having difficulty, please ask someone with computer skills to help or do them for you.