

LASER CERTIFICATE INSTRUCTIONS

- Within your word processing program on your computer, set page dimensions for an 8"x10" or 8.5"x11" horizontal or vertical page set-up (size of certificate).
- On the actual certificate measure to determine the placement of the empty **TEXT BOX**. The inside dimension of the **TEXT BOXES** are as follows: horizontal certificate - 2-1/4" x 4-1/2", vertical certificates - 1-5/8"x4" (This is your personalization area and you may size to any dimension.)
- In your word processing document establish a **TEXT AREA** that coincides with the measured certificate area.
- To determine how your laser printer prints, it's advisable to use a cheaper test paper to determine **TEXT LOCATION** and **FEED DIRECTION**. When performing tests use the **MANUAL FEED** option on your printer.
- After location has been determined, create a **Test Typed Document** on your computer. Print document. Place printed **Test** document over the certificate and hold up to a light source to determine if your typed area fits in the **TEXT BOX**. Remember to keep **Text** entirely inside the **TEXT BOX**. Continue to make adjustment, making sure the printed area is to your specifications.
- In the **MANUAL FEED** compartment, place the laser certificate in the direction that you have already predetermined by the testing.
- Run a **PRINT** command of the document from your computer to personalize your new laser certificate.

REMEMBER TO SAVE YOUR COMPUTER DOCUMENT TO ACT AS A TEMPLATE FOR FUTURE USE.

WARNING: Overheated laser printers may melt or chip the laser certificate coating!

