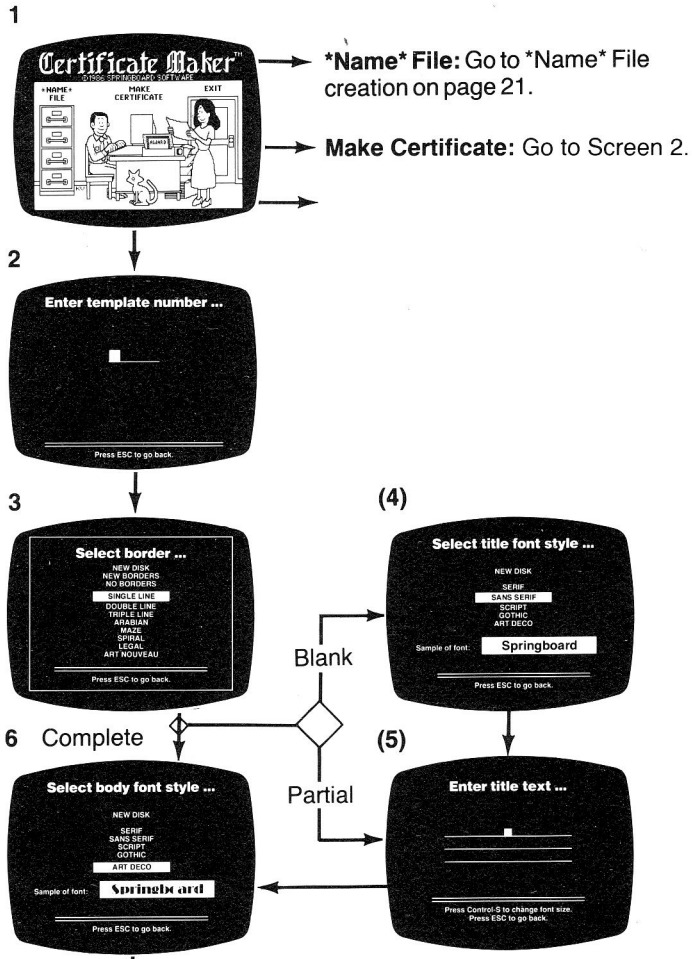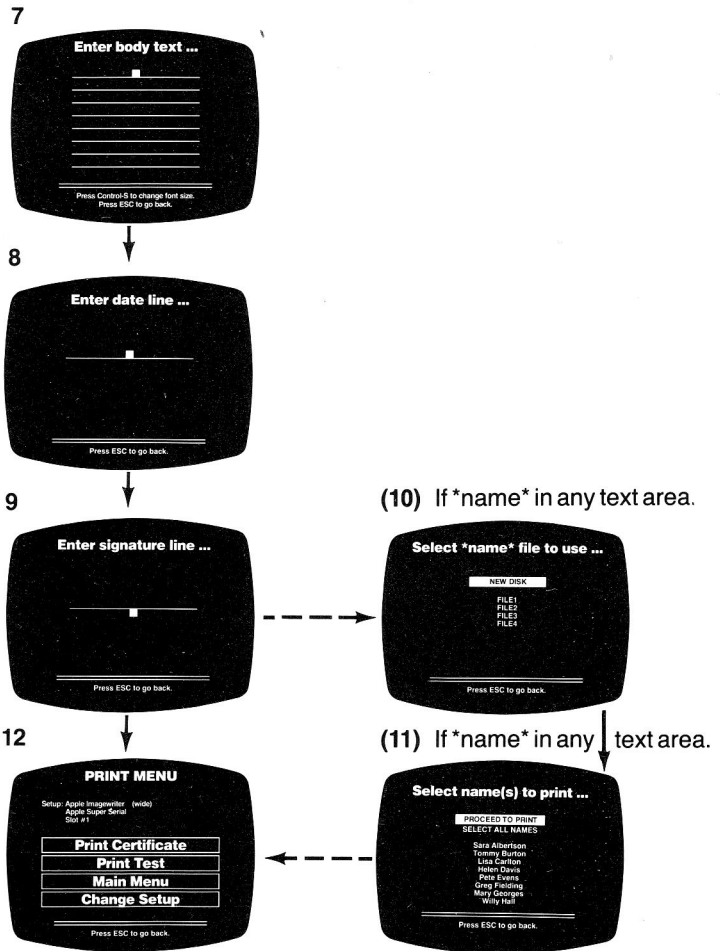# MAKE CERTIFICATE

This chapter describes how to create and print out a certificate. At the top of each page, the entry screen is numbered in the order in which you will use it. The screen numbers enclosed in parentheses are optional or only appear in certain cases. Follow this flow chart for quick reference.

1

→ ***Name* File:** Go to *Name* File creation on page 21.

→ **Make Certificate:** Go to Screen 2.

2

Enter template number ...

Press ESC to go back.

3

Select border ...

NEW DISK
NEW BORDERS
NO BORDERS
SINGLE LINE
DOUBLE LINE
TRIPLE LINE
ARABIAN
MAZE
SPIRAL
LEGAL
ART NOUVEAU

Press ESC to go back.

(4)

Select title font style ...

NEW DISK
SERIF
SANS SERIF
SCRIPT
GOTHIC
ART DECO

Sample of font: Springboard

Press ESC to go back.

Blank

6 Complete

(5)

Partial

Select body font style ...

NEW DISK
SERIF
SANS SERIF
SCRIPT
GOTHIC
ART DECO

Sample of font: Springboard

Press ESC to go back.

Enter title text ...

Press Control-S to change font size.
Press ESC to go back.

Continued on next page.

7

Enter body text ...

Press Control-S to change font size.
Press ESC to go back.

8

Enter date line ...

Press ESC to go back.

9

Enter signature line ...

Press ESC to go back.

(10) If *name* in any text area.

Select *name* file to use ...

NEW DISK

FILE1
FILE2
FILE3
FILE4

Press ESC to go back.

12

PRINT MENU

Setup: Apple Imagewriter   (wide)
Apple Super Serial
Slot #1

Print Certificate
Print Test
Main Menu
Change Setup

Press ESC to go back.

(11) If *name* in any text area.

Select name(s) to print ...

PROCEED TO PRINT
SELECT ALL NAMES

Sara Albertson
Tommy Burton
Lisa Carlton
Helen Davis
Pete Evens
Greg Fielding
Mary Georges
Willy Hall

Press ESC to go back.

Select **Make Certificate** if you want to create a certificate.

Select ***Name* File** if you want to create or edit a list of names. A *name* file list can be merged into a certificate to produce several personalized copies of the same certificate. The program goes to Screen A, Select *name* file option (page 22).

*Note: This option is used to add or delete names from a *name* file, not to select the names to be printed on any given certificate. Actual name selection is done in the Make Certificate procedure.*

Select **Exit Program** to leave Certificate Maker and return to ProDOS.

No matter where you are in Certificate Maker, you can press [Ctrl-R] to Return to this menu.

2 Enter template number

Enter template number ...

Press ESC to go back.

Enter the number of the certificate template you want to create.

Templates 1-39 are on Disk 1, Side B.
Templates 40-127 are on Disk 2, Side A.
Templates 128-220 are on Disk 2, Side B.

Illustrations of the certificates and their corresponding numbers appear in the *Certificate Catalog* at the back of this book.

```
            Select border ...
              NEW DISK
              NEW BORDERS
              NO BORDERS
              SINGLE LINE
              DOUBLE LINE
              TRIPLE LINE
              ARABIAN
              MAZE
              SPIRAL
              LEGAL
              ART NOUVEAU

           Press ESC to go back.
```

Select the border for the certificate.

A border is a design that goes around the edge of a certificate. There are 24 borders from which you may choose; 8 border names are listed at a time. As you move the cursor through the list of border names, the borders are displayed on the screen. When you see the border you want, select it.

Samples of the borders appear at the back of this book.

Select **More Borders** to see the lists of the next 8 borders.

Select **No Border** to make a certificate with no border.

Select **New Disk** to access the borders on Certificate Library Volume 1. Certificate Library Volume 1 is a separate product that contains 24 new borders, more than 100 new certificates, and six dozen stickers.

(4) Select title font style
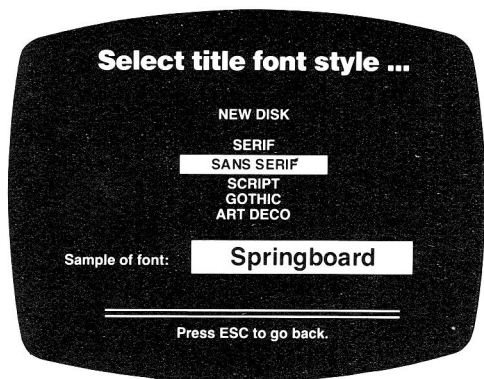
Select the font style you want for the certificate title.

This screen appears only if the certificate has space for you to enter a title *and* if that area is completely blank. (Examples: Certificates 218 and 219.)

If there is space for you to enter a title, but the title area already has some text, such as *Certificate of…* or *The World's Best…,* then the title font style is chosen by the program to match the text already in place.
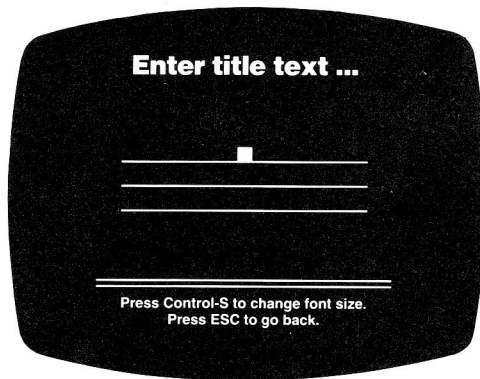
As you scroll through the list of five font names, you can see a sample of each font at the bottom of the screen. The fonts are:

This is SERIF.
This is SANS SERIF.
This is SCRIPT.
This is GOTHIC.
This is ART DECO.

The font style appears only on the printed certificate, not on the screen while you are entering the title.

The **New Disk** option is reserved for future additions to Certificate Maker.

(5) Enter title text

```
Enter title text ...

              ▄
  ─────────────────────
  ─────────────────────
  ─────────────────────


  ═══════════════════════
  Press Control-S to change font size.
       Press ESC to go back.
```

Enter a title for your certificate.

This screen appears only for those certificates that have space set aside for you to enter a title.

You may press [Ctrl-S] to toggle the **font size** between small and medium. The cursor will change size to show the selected size. If you enter some text on a line and then press [Ctrl-S], the size of the text on that line will change. All the text on any given line must be the same size, but you can change the size from one line to the next.
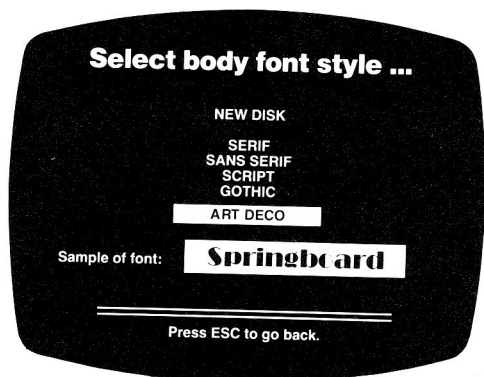
The **number of lines on the screen** indicates how many lines of text you may enter for the title. The number may change depending on the font size you select. These lines do not appear on the printed certificate.

As you type, the **title is centered** on each line.

Note for **multiple-line titles:** While word wrap does work, you may also press [return] to move the cursor from one line to the next.

Pressing [return] on the last line **ends the title entry.**

6 Select body font style

```
      Select body font style ...

            NEW DISK

              SERIF
           SANS SERIF
             SCRIPT
             GOTHIC
        ┌─────────────────┐
        │    ART DECO     │
        └─────────────────┘
Sample of font:   Springbcard

        ─────────────────────
          Press ESC to go back.
```

Select the font style you want for the body of the certificate. As you scroll through the list of font names, you can see a sample of each font at the bottom of the screen. The fonts are:

This is SERIF.
This is SANS SERIF.
This is SCRIPT.
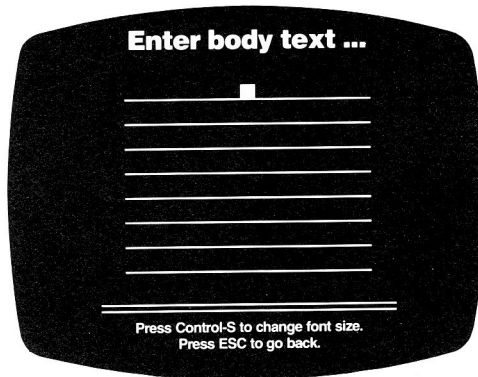This is GOTHIC.
This is ART DECO.

The font you choose for the body text will also be used for the date text (Screen 8).

You may choose any of the five fonts, regardless of the font used for the certificate title. Usually, a certificate looks best when you use the same font for both the title and the body text.

The **New Disk** option is reserved for future additions to Certificate Maker.

Make Certificate/**13**

7 Enter body text

Enter body text ...

Press Control-S to change font size.
Press ESC to go back.

Enter the text you want to appear in the body of the certificate.

There are two font sizes available for the text. Pressing [Ctrl-S] toggles the **font size** between medium and small; the cursor will change size accordingly. All the text on a given line must be the same size, but you may change font size from one line to the next. If you enter some text on a line and then press [Ctrl-S], the size of the text on that line will change.

While **word wrap** does work, you may also press [return] to move the cursor from line to line.

The **number of lines on the screen** indicates how many lines of text you may enter. The number may change depending on the font size you select. These lines do not appear on the printed certificate.

The **text is centered** on each line.

To make **typing corrections**, use the [backarrow] and [delete] keys. To delete an entire line of text, press [esc].

Pressing [return] on the last line **ends the text entry.**

To personalize several copies of the certificate:

Type ***name*** all by itself on the line where you want each name to appear. Don't put any other text on the line that has the *name* wildcard. Just before you print the certificate, the program will ask you what *name* file and which names from that file that you want to use. See Screens A-E for instructions on creating a *name* file.

8 **Enter date line**
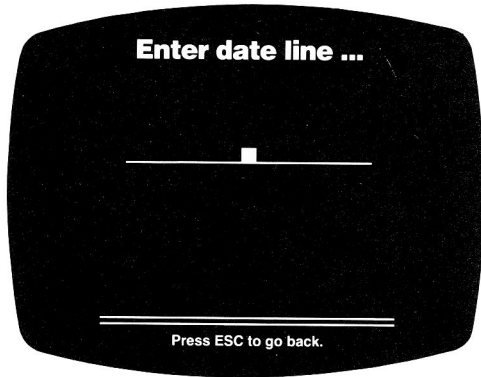
Enter the date text you want to appear on the certificate.

Entering a date is optional. You may decide to leave the date area blank, or you may enter some text other than a date. The line and the word "date" that you see on the template do not appear on the printed certificate.

Because of the amount of space available, not all certificates have enough room to spell out an entire date such as "September 23, 1987." The amount of space allowed for the date is indicated by the length of the line on the screen.

The font style for date text is the same as what you chose for the certificate text on Screen 7. The font size is small and cannot be changed.

Date text examples:

January 1, 1999
7/18/89
Date: _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _
name
Whatever you want...