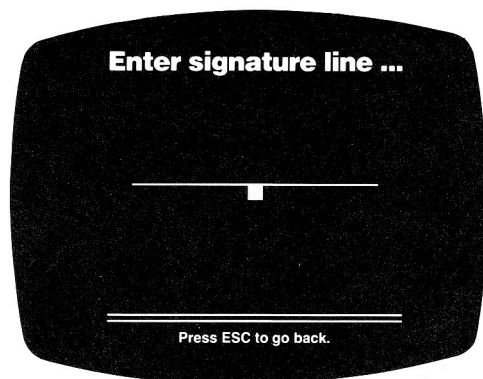## 9 Enter signature line

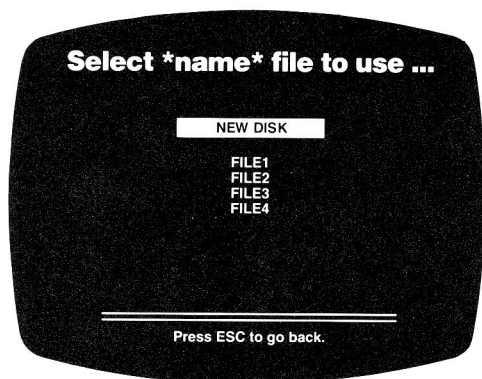**Enter signature line ...**

Press ESC to go back.

Enter the signature text you want to appear on the certificate.

All certificates include a pre-drawn line on which you can sign your name; the length of the line cannot be changed. The word "signature" beneath the signature line is replaced on the printed certificate by what you enter on this screen.

Signature text is centered beneath the signature line. If you want to move the text to the left, use [Space] to enter some spaces at the end of your name.

There is only one font for signature text. It is a special font that appears only in the signature area.
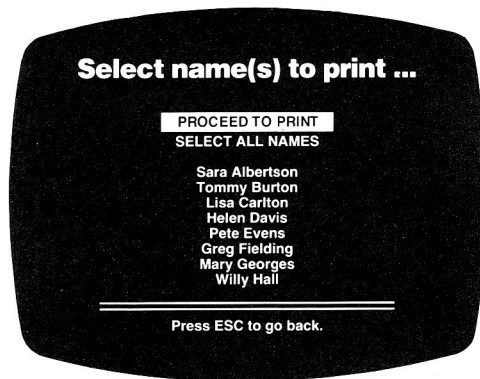
(10) Select *name* file

```
Select *name* file to use ...

         NEW DISK

          FILE1
          FILE2
          FILE3
          FILE4


      Press ESC to go back.
```

This screen appears only if the body text you entered in Screen 7 has the ***name*** wildcard. See Screen 7 for instructions on entering the *name* wildcard, and see Screens A-E for instructions on creating and editing a *name* file.

Select the *name* file from which you wish to draw names to be printed on several copies of the certificate.

If you have not done so already, the program will ask you to insert a *name* file disk into the appropriate disk drive.

Insert a new disk, then select **New Disk** if the *name* file you want is on a different disk.

(11) Select names

```
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 **Select all Names** if you want to print a certificate for every name in the file. An asterisk will appear to the left of each name.
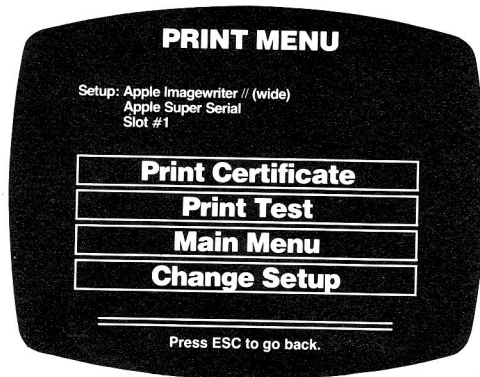
Select this option also if you want to select most but not all names from the list. Then move the cursor to the names you *don't* want and press [return] to delete those names.

Select the **individual names** if you want to print certificates for only a few of the names in the file. An asterisk will appear next to each name you select.

To remove a name accidentally selected, move the cursor to the name and press [return].

Select **Proceed to Print** when you are done selecting names.

12 Print certificate

```
                PRINT MENU

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

    ┌─────────────────────────────────┐
    │        Print Certificate         │
    ├─────────────────────────────────┤
    │           Print Test             │
    ├─────────────────────────────────┤
    │           Main Menu              │
    ├─────────────────────────────────┤
    │          Change Setup            │
    └─────────────────────────────────┘

              Press ESC to go back.
```

Select **Print certificate** if the printer name displayed is the name of your printer, and if you are sure that the paper is adjusted properly in the printer.

Until you become familiar with how to align the paper for the various certificate formats, it is a good idea to select the Print Test option (described on the following page) before printing a certificate.

The format of each certificate (horizontal, vertical, or small) is as shown in the Certificate Catalog and cannot be changed.

If you are using a color printer that is supported by Certificate Maker, the program will display two menus, one for a border color, and one for text and graphics color.

If your text has a ***name*** wildcard, the program will print one certificate for each name you specified on Screen 11. If the *name* certificates are horizontal or vertical, the program will advance the printer to the top-of-form after each certificate is printed. If the *name* certificates are the small format, the program will print them two to a page.

Note: The program will print about one-third of the certificate at a time, then pause for a few moments before continuing. Don't worry when your printer stops before printing the entire certificate.

When the printing is done, the program returns to the Print Menu. This gives you a chance to print the certificate again.

Select **Print Test** if you want to find out where on the paper the certificate will print. The program will print a four-corner test pattern of the certificate; this saves you from printing the entire certificate when you are not sure if the paper is aligned properly. This option is particularly recommended the very first time you use Certificate Maker and on all occasions when you are printing several *name* certificates.

Print Test is also helpful when you want to make sure that you have selected the right printer in the Change Setup procedure.

Select **Main Menu** if you want to start over or quit Certificate Maker. The information you have entered in Screens 2-11 will be lost.

Select **Change Setup** if the printer setup displayed does not describe your printer. *NOTE:* Apple IIc users must change the setup the first time to accommodate the IIc serial port. The program will display an alphabetical list of all the printers that can be used with Certificate Maker.

Scroll through the list until you find your printer, then select it. The program may have you respond to one or more questions regarding the specific configuration of your printer.

You will have to do the Change Setup procedure only the first time you print a certificate (and again if you ever use Certificate Maker with a different printer). Once you have specified your type of printer, the program remembers it.

Printer Tips

If printing from a *name* file using two disk drives: Insert the *name* data disk into drive 2 when prompted to do so, before selecting the names to print. Insert the Certificate Maker disk in drive 1 when prompted to do so, after selecting the **Print Certificate** option. This avoids frequent disk swapping during printing.

If the printer skips lines while printing a certificate, turn off the automatic linefeed setting on your printer. See your printer manual for instructions. (Note: Some of the Change Setup procedures allow you to turn off linefeed without physically adjusting your printer.)

If the printer doesn't work, turn it off and back on again, then go through the Change Setup procedure. If that doesn't help, compare your DIP switch settings to those recommended in your printer manual.

NAME FILE

This chapter explains how to create a new *name* file and how to edit an existing *name* file. At the top of each page, the entry screen is lettered in the order in which you will use it. Follow this flow chart for quick reference.
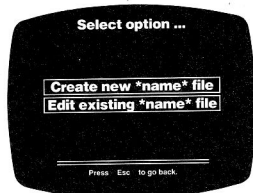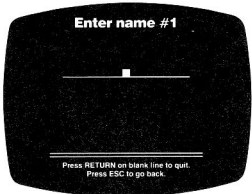
Create new *name* file

1

→ **Select:** *Name* File

A

Select option ...

Create new *name* file
Edit existing *name* file

Press Esc to go back.

→ **Select:** Create new *name* file

B

Enter name #1

Press RETURN on blank line to quit.
Press ESC to go back.

C

Save *name* list as ...

Press ESC to go back.

Edit existing *name* file

1

Select: *Name* File

A

> Select option ...
>
> Create new *name* file
> Edit existing *name* file
>
> Press Esc to go back.

Select: Edit existing *name* file

10

> Select *name* file to use ...
>
> NEW DISK
>
> FILE1
> FILE2
> FILE3
> FILE4
>
> Press ESC to go back.

E

> Enter name to be added ...
>
> Press RETURN on blank line to quit.
> Press ESC to go back.

D

> Edit *name* list ...
>
> SAVE EDITED LIST
> ADD NEW NAME
>
> Sara Albertson
> Tommy Burton
> Lisa Carlton
> Helen Davis
> Pete Evens
> Greg Fielding
> Mary Georges
> Willy Hall
>
> Press ESC to go back.

C

> Save *name* list as ...
>
> Press ESC to go back.

A Select *name* file option

```
        Select option ...



    ┌─────────────────────────────┐
    │ Create new *name* file      │
    │ Edit existing *name* file   │
    └─────────────────────────────┘




    ═════════════════════════════════
         Press <Esc> to go back.
```
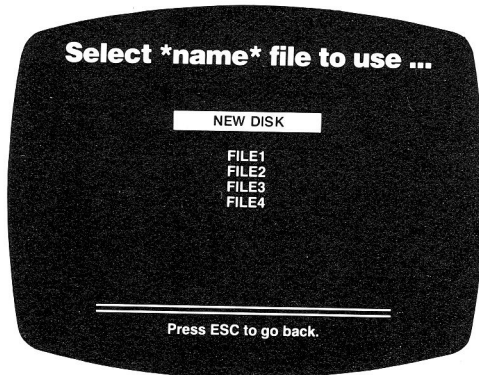
This is the first screen you see when you select the *Name* File option from the Main Menu.

Select **Create new *name* file** if you want to make a new list of names. The program goes to Screen B, Enter Names.

Select **Edit existing *name* file** if you want to make additions, corrections, or deletions to an existing file. The program goes to the **Select *name* file** screen, as shown below.

```
    Select *name* file to use ...


        ┌─────────────────┐
        │    NEW DISK     │
        └─────────────────┘
              FILE1
              FILE2
              FILE3
              FILE4



    ═════════════════════════════════
         Press ESC to go back.
```
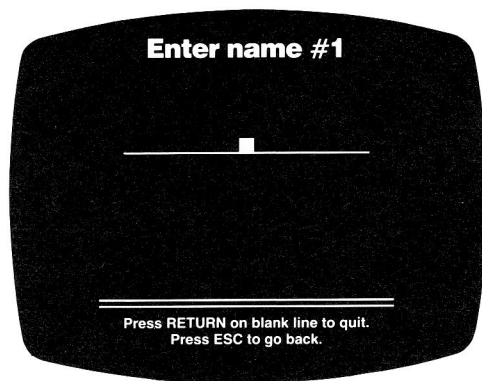
Select the *name* file you want to edit.

If you have not done so already, the program will ask you to insert a *name* file disk into the appropriate disk drive.

The program goes to Screen D, Edit *Name* File.

Change the disk in the disk drive, then select **New Disk** if the *name* file you want is on a different disk.

B Enter names

```
          Enter name #1



      _____▪_____




      ═══════════════════════════════
      Press RETURN on blank line to quit.
           Press ESC to go back.
```

Enter each name that you want to appear in the file. Each file may contain up to 75 names. As you enter names, the number at the top of the screen indicates how many names are in the file.

Each name in the list can be up to 25 characters long. Within that limit, each name may contain as many words as you like. Enter each name as you want it to appear on the certificate (e.g., *Mary Smith* not *Smith, Mary*).

Make sure the name is correct before you press [return]! Once you press [return], the only way to correct a name is through the **Edit existing *name* file** procedure (Screen D). To make corrections use the [backarrow] or [delete] key as described in the Introduction.

The order in which you enter names is not important. When you save a *name* file, the program automatically alphabetizes the list by the last word you enter.

When you are done entering names, press [return] when the entry line is blank.

C Save *name* file
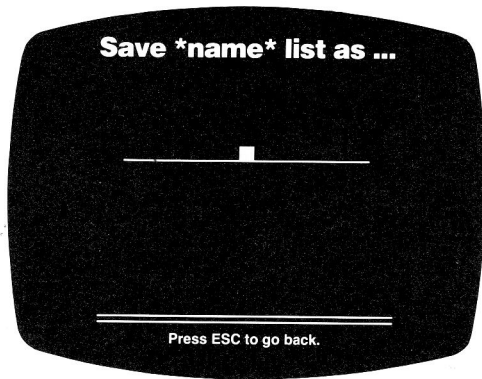
Enter a name for the *name* file. Choose a name that will help you remember the contents of the file.

Name files have filename prefixes, but the prefixes are assigned by the program automatically. You cannot include a filename prefix when naming a *name* file. The prefix assigned by the program is CMN (CMN.FILENAME). The only time you will need to use the filename prefix is when you are copying or deleting a file in ProDOS.

Name files must be saved on a data disk. Never save a *name* file on the Certificate Maker Master Program or Certificate disk. If you have more than one disk drive, the program displays a message reminding you which drive to use.

If you are saving an edited file, you can keep both the original and edited versions of the file by assigning a new name to the file, or you can get rid of the original version by assigning its name to the edited version.

For more information on disks, filenames, and filename prefixes, see your ProDOS manual.

When the file has been saved, the program returns to Screen 1, the **Main Menu.**