

## How to Print Pi Delta Phi Certificates

Starting in 2017, Pi Delta Phi Chapter Moderators will have the option to print student certificates using a laser printer. While ink-jet printers may also be used, results may vary. It is thus essential that Moderators first **practice** printing a few samples on plain paper and make any template adjustments. Moderators may, of course, continue to fill in required information on certificates using a typewriter, calligraphy, or simply good handwriting. To print certificates using a printer, please follow the steps below.

1. Download the certificate-template.doc from the **Moderators > Documents** section of the Pi Delta Phi website ([www.pideltaphi.org](http://www.pideltaphi.org)). The template is a Microsoft Word document. Only 4 items of information are now required to complete certificates.

- your chapter Greek letters (e.g. *Mu Alpha*)
- the student's name
- membership type (e.g. *régulier* or *honoraire*)
- date; use either format:  
*treize mars, deux mille dix-huit.*  
*13 mars, 2018.*



*bypass tray*

2. Should you mistakenly change the template in some undesired way, you can delete it from your desktop and download a new copy. While you may wish to change the font used for the student's name, please do not change the font for the other information to be printed; such a change may result in a font that differs from the pre-printed text.
3. Enter the required information on the template you downloaded. For example, place your cursor at the end of the chapter name *Mu Alpha*, backspace, and enter your chapter's Greek letters. **Save** your template.
4. Before you attempt to print on actual certificates, we strongly suggest that you first practice using photocopies. **Pi Delta Phi is unable to send additional certificates to you if you make errors or print on the wrong side of actual certificates.** Therefore, make several black and white copies of one of the blank certificates that you receive from the Executive Director. Since current certificates are printed on ivory card-stock, we suggest rather than stacking them in the paper drawer, that you load them individually in the by-pass tray.
5. Determine if--in the bypass tray--certificates should be placed printed side up or down, and with the top edge loaded toward or away from the printer. Then, load your copied (practice) blank certificate into the tray, and print the sample you created. Check the printed result. Because results may vary by printer, you may need to adjust spacing in the lines above or below any required text (e.g. changing from 12pt. to 13pt.), or move a ruler tab left or right to accommodate better printed results.
6. Once you have printed a satisfactory copy, **save** the modified template for use in future semesters. Print and sign certificates for new members. Moderators can ask a department secretary to print certificates, but must train any staff to do so; the National Office is not able to provide individual training.



*blank certificate loaded into the bypass tray*

7. For any questions, please contact us: [info@pideltaphi.org](mailto:info@pideltaphi.org)