

## 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. Ink-jet printers may also be used, but results may vary. Moderators should thus complete a few practice printings on paper by following the steps below. 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 2018-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. 4 items of information are 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, e.g.  
*treize mars, deux mille dix-huit.*  
*13 mars, 2018.*



*bypass tray*

2. Should you mistakenly change the template in some way, 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 document.
4. Before you attempt to print on actual certificates, we strongly suggest that you first practice and using photocopies. **Pi Delta Phi is unable to send additional certificates to you if you make errors or print on the wrong side of the document.** Therefore, make several black and white copies of one of the blank certificates that you receive from the Executive Director. Rather than stacking certificates in the paper tray of your printer, we suggest loading one certificate at a time in the bypass tray.
5. Determine if--in the bypass tray--certificates should be place 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. If you changed the size or style or font used for students' names, you may need to adjust spacing in the rest of the document.
6. Once you have printed a correct practice copy, you can begin to print actual certificates. 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.
7. For any questions, please contact us: [info@pideltaphi.org](mailto:info@pideltaphi.org)



*blank certificate  
loaded into the  
bypass tray*