



Presentation
Systems Inc.

e c o l o r +

Printing Certificates

Loading the Paper →

**Certificate roll is 11in wide*

Slide your roll of certificate paper on the spool until it is against the right end cap.



Slide the left end cap all the way down the spool so it is flush against the roll of paper and secure the lock.



Slide the spool into the printer. Make sure the gray lever on the right hand side is towards you before you begin to load the paper.



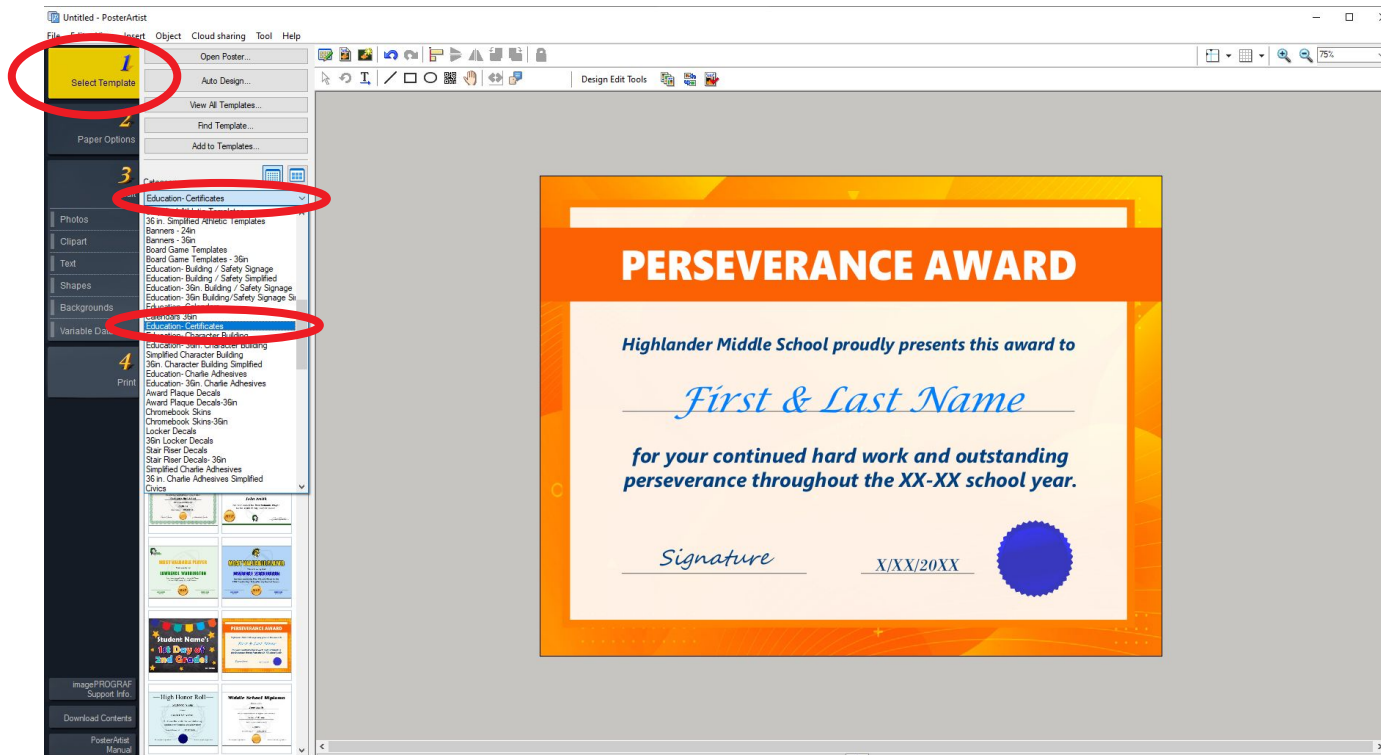
Designing



**Click and customize the elements on the template*

Once the paper is loaded, open Poster Artist on your laptop. Go to the template category titled Education- Certificates (you can find this with Step 1 selected, clicking the Category drop down menu, and choosing the category)

Choose the Certificate template that you would like from the thumbnails by double clicking. The template you chose will open up on the art board and you will now be able to edit it.

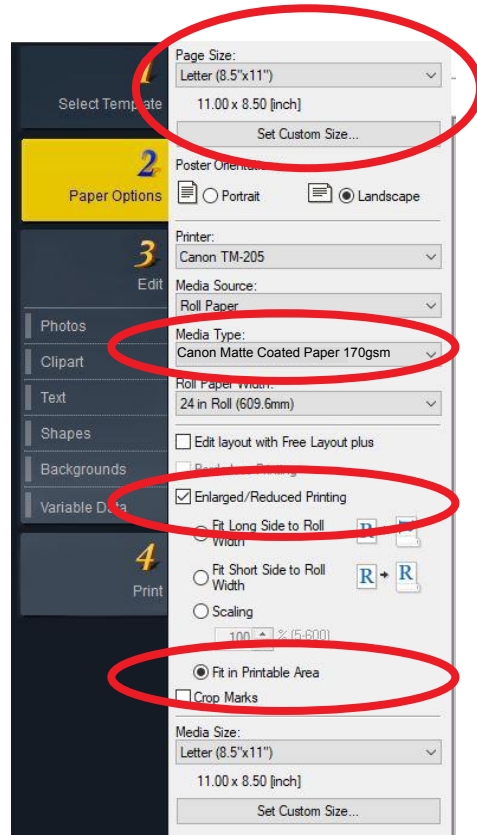


Settings



**Make sure all of the correct settings are selected*

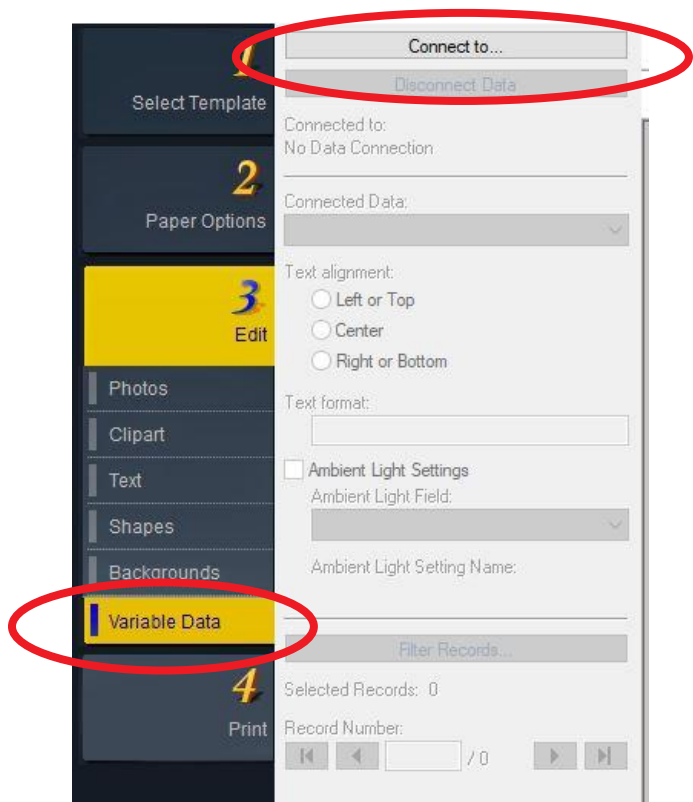
Before printing your certificates, Select Step 2 Paper Options. Make sure the page size is 8.5x11, Matte Coated Paper 170gsm is chosen, Enlarged/Reduced Printing is checked off, and Fit in Printable Area is selected.



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A message will pop up stating that the settings do not match up. That is okay just click Yes to continue printing.

**You can skip this step if you are not importing a spreadsheet of information*

To import the information (names, dates, etc.) from your Excel file, Go to **Step 3 Edit** in Poster Artist, Click **Variable Data**, and then **Connect to**. From here you will select your file.



For more information on this feature see our "Using the Variable Data Feature" video in the Resource Center at presentationsys.com



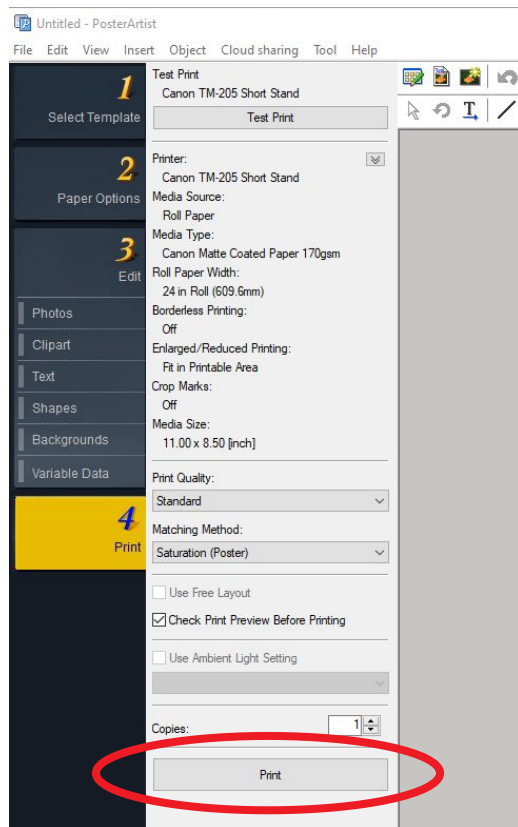
*Before printing, a message will come up asking if you want to preview first before printing. Choose **No** if you do not want a preview to come up before each individual certificate prints.*

Print



**Check how the first certificate prints out before printing multiples*

Go to Step 4 and choose print.



It is OK that the Roll Paper width is listed as 24in. A message will come up stating the settings don't match with the printer, click OK and print anyway.

Thank You!

For questions call us at 800-244-6381
or email dana@presentationsys.com