

**Role:**

Administrator

Objectives:

In this scenario, you will:

- Navigate to the **Manage Certificates** page
- Design the template using a PDF or the Simple form
- Modify text, font size, and line spacing
- Upload an image
- Preview the template

Quick Start Guide:**Creating Certificate Templates**

Certificate AX allows administrators to create end-user printable, customized certificates of achievement. The certificate must be defined before designing the template, which can be created by uploading a PDF form or by using the simple form designer.

Navigation:

1. Click the **System Admin** tab.
2. Click the **Manage Certificates AX** link.
3. Click the **Manage Certificate Definitions** link.

Steps:

Manage Certificates

1. Click the **Template** button for the certificate being designed.

Certificate Templates

1. On the **Customize Certificate Template page**, select either the **PDF Form** option or the **Simple Form** option.
2. If you are designing the certificate using the **PDF Form** option, click the **Browse** button and upload the PDF form.

Fields, such as x_name_x, x_certificate_name_x, x_award_id_x, x_course_id_x, x_date_awarded_x, and x_expiration_date_x, should be assigned to the PDF form to ensure that the proper data is included when the award is granted.

3. If you are designing the certificate using the **Simple Form** option:
 - a. Adjust the **Bold**, **Font Size**, and **Skip** fields as needed.
Font size is indicated in points while Skip, which is the space between the lines, is indicated in pixels.
 - b. Modify the text in the text fields as needed.
Fields, such as @awardid@, @name@, and @title@ should be assigned to the Simple form to ensure that the proper data is included when the award is granted.
4. To add a JPEG, GIF, or PNG image to the PDF or Simple form template, click the appropriate **Browse** button to upload the image as a background, upper-left, upper-right, lower-left, or lower-right image.

Preview and Submit

1. To preview the template, click the **Preview** button.
2. If done, click the **Submit** button.