

Augsburg Fortress

FAQs: Community Certificate Templates

- **I've downloaded the template. How do I get started using it?**

The template is a PDF form that automatically formats your type and allows you to view a completed certificate as it will print. You can open the template using Adobe Reader or Acrobat 6.0 or newer. If you do not have either one of these programs on your computer, you can download a free version of Adobe Reader from <http://www.adobe.com>. Once you have the form open, move your cursor to one of the blank lines and a blinking cursor will appear. You can start typing from there.

- **I see the form, but where do I type?**

Move your cursor and click on one of the blank lines and a blinking cursor will appear. You can also set Adobe Reader to highlight the form fields by selecting this option in the preference menu or clicking on the "Highlight Fields" icon in the upper right hand corner of the screen.

- **A black and white copy of the certificate appears in the PDF. Will this print too?**

The certificate template is designed to only print the information you enter into the form. The black and white certificate background is for visual reference and will not print.

- **I'm ready to print. Are there special settings for my printer?**

The template is designed to print 100% actual size with no printer margins. **Be sure to select "none" in the "Page Scaling" menu in the Acrobat Reader print dialog window.** You may want to do a test print before printing directly on a certificate.

- **I have multiple entries for one template. Can I enter all the details into the form at one time?**

At this time, details can only be entered for one person at a time. However, some fields like "congregation," "address," and "pastor" can stay constant. There is no need to close and reopen the form between entries. To change the details in a field, simply highlight the current text in a field and start typing.

- **What are the default type settings?**

The text is set to print 16 points large in Minion italic. Text in most fields is center aligned. The text color is black. You can change these settings if Acrobat Professional 7.0 or newer is installed on your computer. Press and hold *CTRL* and *E* (PC) or *APPLE* and *E* (MAC) to launch the text properties toolbar.

- **What are the character limits in this template?**

Day and year fields are limited to four characters. Month fields are limited to 11 characters. And birth date and regional fields are limited to 28 characters. All other fields are limited to 40 characters.

- **Where can I download templates for the other community certificate styles?**

Community certificate templates are available for download at Augsburg Fortress's online store, <http://www.augsburgfortress.org>. Enter your certificate's 10- or 13-digit ISBN number, printed on the bottom right corner of your certificate sheet, into the store's search box. A download link will appear on the product page in the description box.

- **My prints aren't lining up properly on the certificate. What should I do?**

The template is designed to print 100% actual size with no printer margins. **Please select "none" in the "Page Scaling" menu in the Acrobat Reader print dialog window.** You can test the margin setting by printing on a blank piece of paper and holding it up against the certificate so that you can see the lines in the background.

There is a chance some printers will override the setting in Acrobat Reader and automatically insert its own default margin. If this happens, please consult your printer manual for instructions on how to change the margin settings on your printer.