InPrint 3

Creating Certificates from Scratch

InPrint 3 comes with a range of Certificate Templates pre-installed (in the Rewards folder), but you may prefer to create your own, to fit in with your school colour scheme, or for specific projects. This guide will show you the **advanced techniques** to create a bespoke certificate, which you can use to create a set of certificates for your school/ class.

## ✔ After making this resource you will be able to...

- Create certificates in a variety of styles using advanced techniques
- Add borders, banners, images, text and symbols
- Add photographs and images from your system
- Change the appearance of items on the certificates.
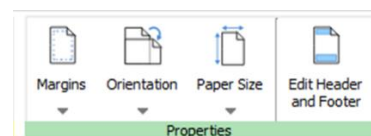- Combine layers
- Use guidelines
- Save a template

🕑 **This activity will take you approximately 30 minutes to complete.**

Set Up Your Document

1. Create a new blank document, click on the **Pages Tab** and set the **Orientation** to **Landscape.**
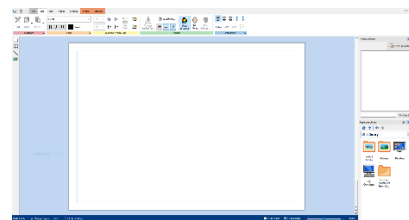
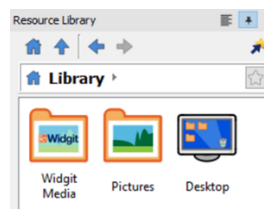**2.** Whilst on the **Pages Tab, i**n the **Properties** group click on the **Margins** button.

3. Choose **Narrow**.

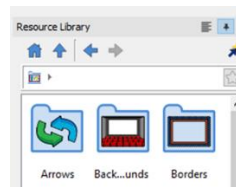## Add a Border to Your Document

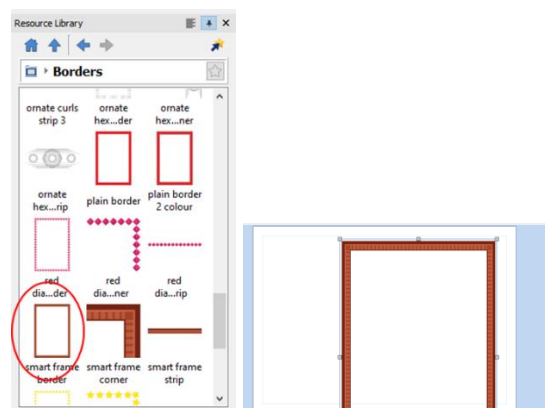**4.** In the **Resource Library** open the **Widgit Media** folder.

**5.** Then open the **Patterns and Borders** folder.

**6.** Finally open the **Borders** folder.

**7.** Scroll down to select **smart frame border**, click and drag and drop onto the page.

8. To make the frame fit the orientation of the page, whilst it is still selected go to the **Flip and Rotate** group on the **Image** tab, and click one of the rotate buttons. Then use the drag handles to make it fit even more precisely.
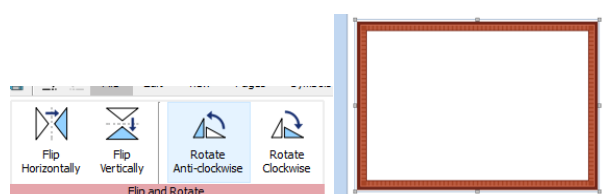
9. We can change the colours of the border to make it fit with an existing colour scheme. Still within the **Image** tab, in the Contents group, click **on Edit Colours** to open the **Symbol Palette.**
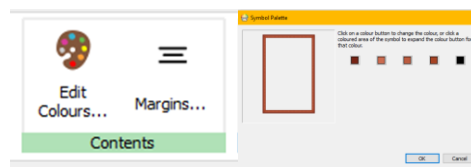

10. **Click on a colour** to change it. You will see a drop-down of available colours. You can simply choose one of these colours, but we are going to look at a more precise option. Click on **More Colours**.
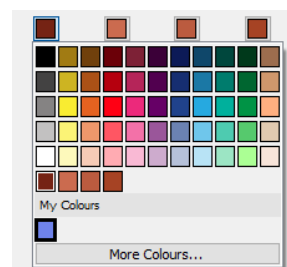
11. **Method A**: You can use the slide scale to see a range of colourways, and click anywhere in the large square palette to select that colour.
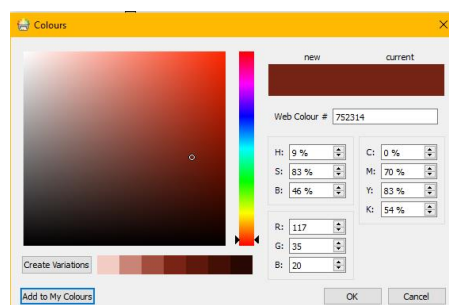

12. Here I have moved the slider to the blue section, and clicked towards the top. When happy with the colour, click **Add to My Colours**, and **OK**. This shade will now be available in **My Colours** for use in the document. **Click** on it to use to replace the first brown colour.
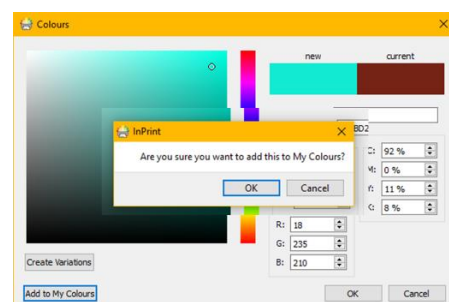

13. **Method B.** Your school may have set colours for all communications, uniforms etc. If so you can recreate this in InPrint 3. Click on the next colour square , and again **More Colours.**

If you know the value of your required colour, use it here. Otherwise, in the **Web Colour** section , type 2F2F95. Again Add to My Colours, and use it.
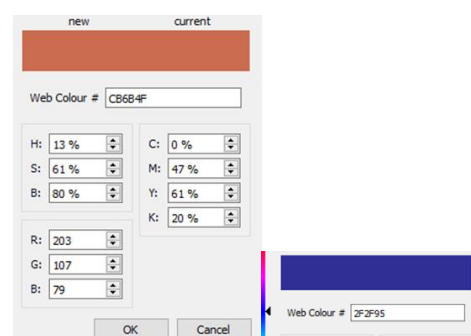
14. Repeat the process (A or B) for the remaining colours. You may wish to use the following colour values: 2FE1F0 , 2376A6.
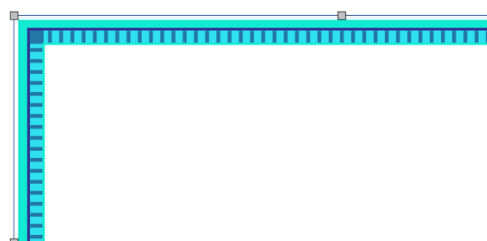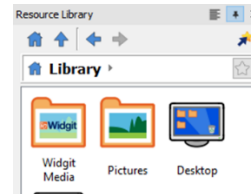
15. With the frame still selected, right-click and select **Lock- Lock size and position**. This will prevent the frame moving as you adjust other items on the page.
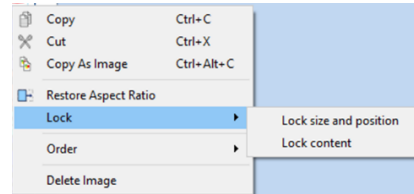
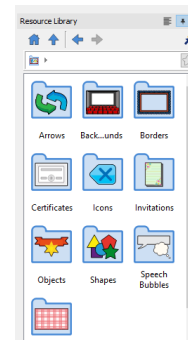## Add a Heading Banner to Your Document

16. In the **Resource Library** open the **Widgit Media** folder.

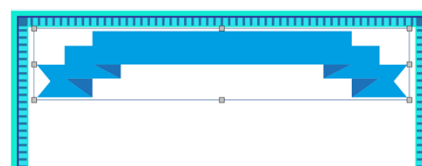**17.** Then open the **Patterns and Borders** folder.

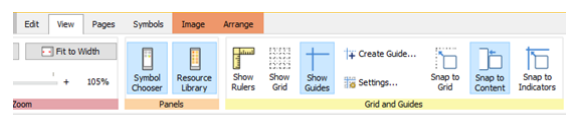**18.** Finally open the **Objects** folder.

19. Choose a banner , click and drag onto page and release in place.
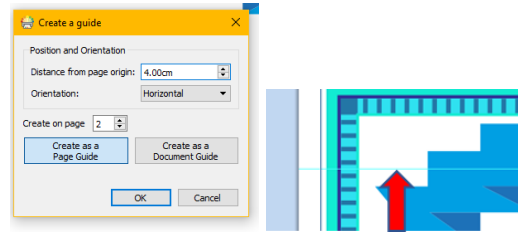
20. Stretch and resize to fit the page, as required. (you can also recolour this item as you did for the border).

21. In the **View** tab, and the **Grid and Guides** group, click on **Create Guide**, in the pop-up menu change the **Distance**
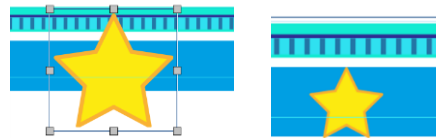
to 4cm and click on **OK**. This will add a guide to your page, to enable you to line up text and images. You can also drag this to change its position.
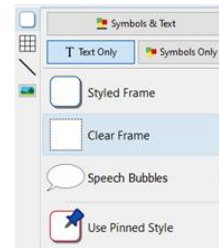
22. In the **Resource Library**, the **Objects** folder should still be open. Scroll down to the stars, and click to select one. Drag and drop it onto the page.
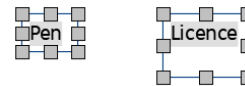
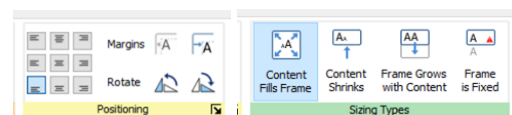**23.** Move this object into position and use the drag points to resize to fit.

24. In the **Create Toolbar** choose **Text Only** and **Clear Frame**. Click to place on the page. **Repeat** a second time.

**25.** Type a word into each frame – in this case "Pen" and "Licence"

26. With both frames selected, use the **Sizing Type - Content Fills Frame** and select the bottom left positioning.

27. **Drag** into position on the **Guide Line** you set earlier. **Ctrl Click** to select both text frame. In the **Edit** tab you can select the **Font** and **Text Colour**. You can also change the **Font Size** and use the Tidy Sizes button to ensure both sections of text are the same size.
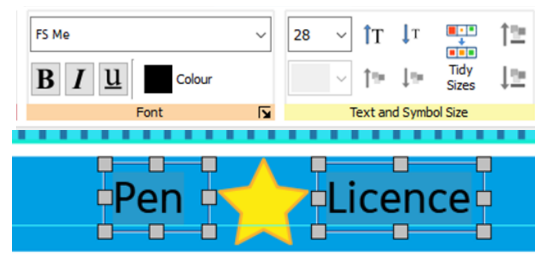
28. The final element we will add to the banner is a symbol. Type into the **Symbol Chooser**, and select the symbol you require. Drag and drop this onto the page.
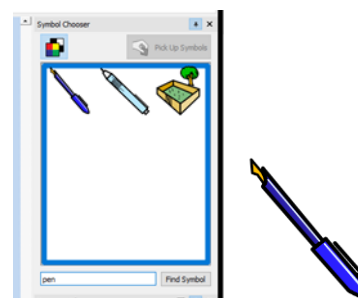
29. Drag the symbol over the star, use the drag points to resize and position so it is contained within the star.

30. Ctrl-Click to select all the element s ot the banner – text, symbol start and banner – right-click and select Group
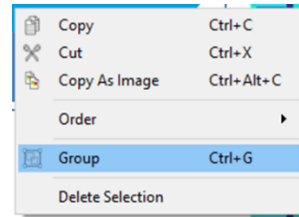

31. Now with the group selected, right-click again and select **Lock- Lock size and position.** This will prevent the frame moving as you adjust other items on the page.
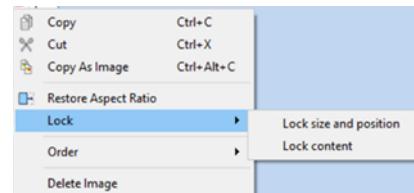
Add a Logo to Your Document

32. You can add your school logo to your certificate. Click on the **Home** button in the **Resource Library**, to get back to the toplevel of folders, and then click to open the **Pictures** folder. Navigate to where the image is stored on your system.
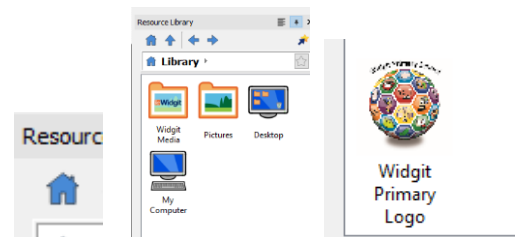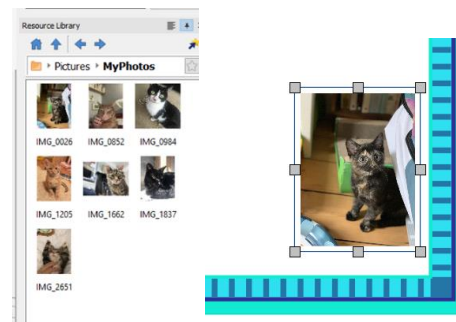

33. Click on your logo and drag and drop it into your document. Use the drag handles to resize , and place in position.


Add a Photograph to Your Document

34. Still in the **Resource Library**, navigate to wherever your staff photographs are stored. Click to select the picture of the required staff member. Drag and drop it onto the document, and resize and position as needed.
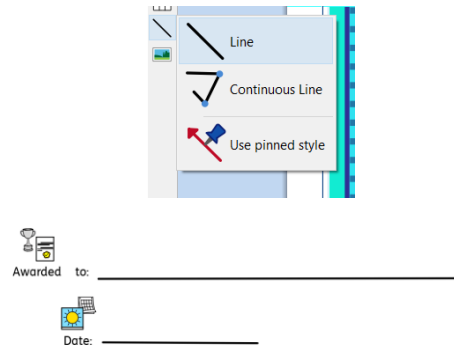
35. In the **Create Toolbar** select a **Clear Frame**, with **Symbols and Text**. Click onto the page to paste and type "Awarded to:"

Repeat the process with the text "Date" Line text cells up as required.
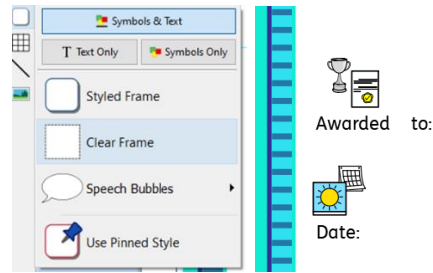
36. In the **Create Toolbar** select **Line**. Click on the page to begin drawing a horizontal line, and click again to stop drawing.

Repeat the process. Line up text and lines as desired.

37. In the **Create Toolbar** select Speech Bubbles, with Symbols and Text. Select your preferred style. Click on the page near the staff photo to paste in place
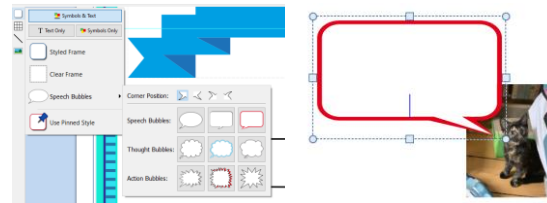
38. Click in the **Speech Bubble** and type in some congratulatory text. Use the drag points to resize or move the **Speech Bubble** so it goes with the photo.

39. Draw one more line (as before) , located under the speech bubble, next to the photo. This will be for the adult to sign.
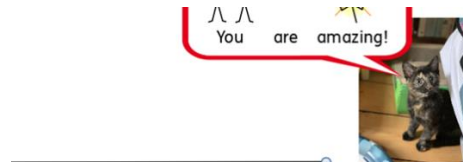
Save and Print Your Document

In InPrint 3 you have the option to save your documents as templates. Once you have the most commonly needed sign size created for your school, you can save this page as a template, which can be used and reused across the school. You may wish to save a bank of certificates to be edited for each teacher, or a bank for each teacher.

Simply go to the **File** tab and select **Save As → Save Template As**. The default path for saving InPrint 3 templates is:

C:\Users\Public\Documents\Widgit\InPrint\Templates

Once your template is saved, you can open it from the **Templates** section in the **File** tab. You can change the text ,symbols and images, whilst retaining a consistent look / format across the school.

Each individual certificate, or type can be saved as a document, click **File** tab and select **Save As → Save Document A**s

Print the document ,from the **File** tab.