

2.5"

5"

1"

16-pt. for Long Names

Try this size first



3"

14-pt. for Longest Names

Use this size only if name will not fit in 16-pt. size



3"

Entering Text

Format for years of service:

- One Year of Service
- Five Years of Service
- 10 Years of Service
- 15 Years of Service, etc.

Color Printing

Paper: Use (70#) color copy paper bright white (98).

Printer: Use a PS printer driver (e.g. KCFPR008-PS-CLR) to make the certificate print properly.

Note: On the Print screen, set Page Scaling to **None** or set Page Sizing to **Actual Size**. (If set to *Fit to Printable Area* or *Fit* the Certificate will be too small)

Cutting

By paper cutter (recommended): Use the given dimensions as a guide in trimming. Please check the accuracy of the ruler guides and adjust as needed.

By hand: First make the two longest cuts along the Certificate sides, stopping at the trim guides. Then rotate the page and make the cuts along the Certificate tops and bottoms.

Size: The trimmed Certificate size should be 3x5 inches.

Need Help?

Contact Janet Super at
jsuper@hntb.com or
816-527-2658

4"