



## OPTIONS FOR PREPARING COMPLETION CERTIFICATES FOR PARTICIPATING STUDENTS

- A)** Simplest method is to use the enclosed certificate .pdf file. Open the file in Acrobat, print one copy for each student, and then write in the students' names by hand.



- B)** If you prefer to add computer printed names to the certificate, open the enclosed certificate template.docx in Microsoft Word,



and then either

- replace *Student Name Goes Here* with one student's name (type in or cut/paste), print that page, and then repeat for the remaining students' names
- or, for the expert Word user, use the program's Mail Merge Wizard. Replace *Student Name Goes Here* with a linked spreadsheet field name and automatically print all the personalized copies.