

SPRINGBOARD



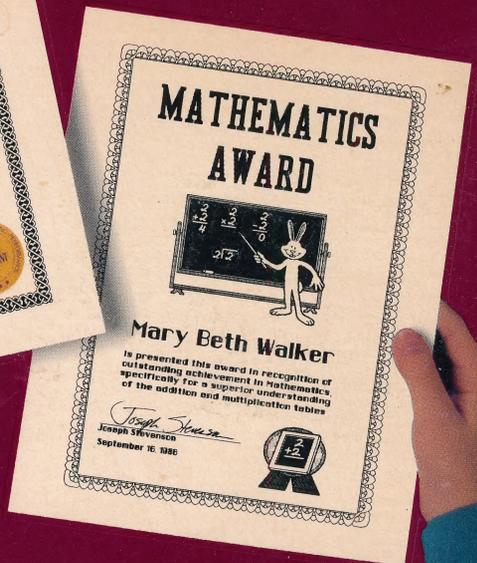
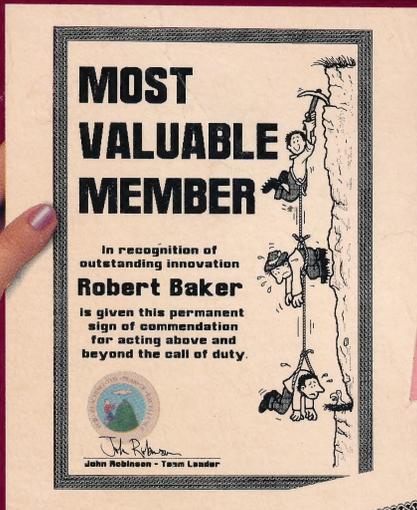
Apple II +*, IIe, IIc
*Requires 64K
ProDOS

Certificate Maker™

Create personalized certificates for home, school or business use.

- Select from over 200 certificates and awards in a variety of categories.
- Choose one of 24 borders to outline your certificate.
- Enter your personalized message onto your certificate choosing from a variety of type sizes and styles.
- Select from three dozen gold foil seals and colorful stickers to add the perfect final touch.
- Use any popular printer and print out your certificates one at a time or use the name file feature to print out multiple copies of a certificate for an entire class or club.

Guaranteed satisfaction or your money back. (See back for details.)



Over 200 Certificates for
Home, School or Business Use

SPRINGBOARD



Certificate Maker™

Create certificates for home, school and business use.

Certificate Maker™

Certificate Maker provides an easy and effective way to recognize, encourage and reward all kinds of achievements. Surprise someone! Say thanks! Offer congratulations!

Creating a Certificate is Quick and Easy with Just a Few Simple Steps

- Pick the exact certificate you want to use. Each one is clearly pictured and numbered in the Certificate Maker booklet.
- Select one of 24 borders to outline your selected certificate.
- Every certificate has an open text area where you can add your personalized message. Entering text is fast and easy and you can choose from a variety of type sizes and styles.
- Signature and date lines are provided which you can choose to use or not. You have complete control.
- Add a gold foil seal or colorful sticker to give your certificate a finishing touch.
- Print out your certificate in minutes. Certificate Maker also offers a feature that allows you to create name files and print out certificates for an entire class or group of people.

Certificate Maker is perfect for:

- Employee acknowledgements
- Company parties and picnics
- Classroom activities
- Family celebrations
- Church functions
- Club meetings
- Business associates
- Friends everywhere
- Your favorite team

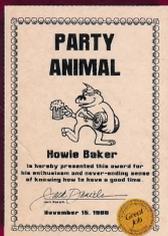


Springboard Guarantee:

If, within 30 days of the date of purchase, you are not satisfied with Certificate Maker™, we'll give you your money back. Just return the package, its contents and your sales receipt to Springboard, 7808 CreekrIDGE Circle, Minneapolis, MN 55435, for a full refund.

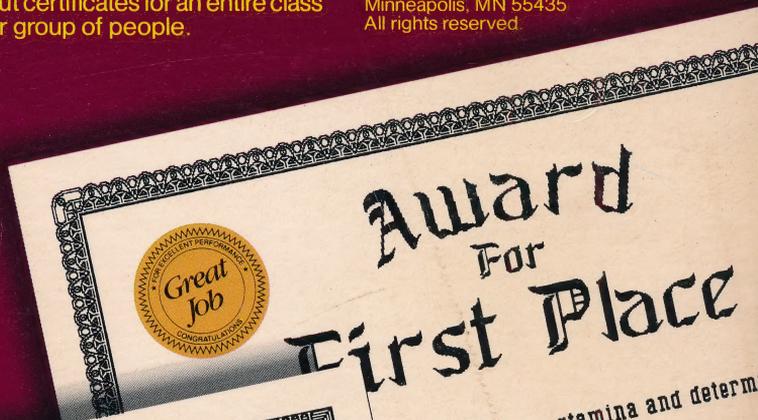
Certificate Maker is a trademark of Springboard Software, Inc. Made in U.S.A.

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Over 200 Certificates to Choose From

Certificate Maker offers you over 200 professionally designed certificates to choose from. Fill in the details and within minutes you have an official looking certificate. You'll find a wide variety of categories including sports, family, children, office, religious, academic, unique and general awards. There's something for everyone and every occasion.



SPRINGBOARD



Apple II +*, IIe, IIc
*Requires 64K
ProDOS

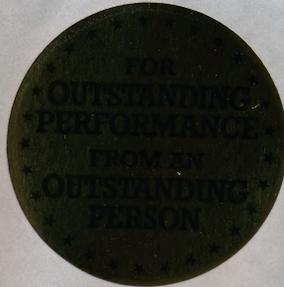
Certificate Maker™

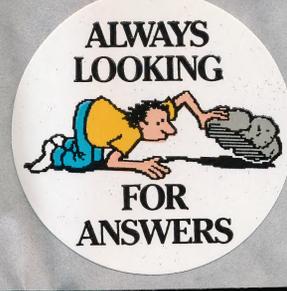
Disk 1
Side A Master Program
Side B Certificates

For home, school and business use.

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SPRINGBOARD



Apple

Certificate Maker™

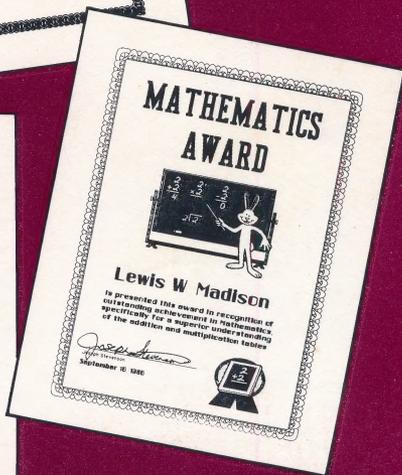
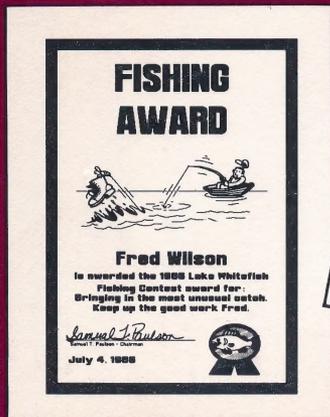


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Certificate Maker™

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Credits:

Springboard Product Development Team is led by Mark Dunn, Vice President of Product Development.

Our programmers are John Borowicz, Sean Callahan, Jon Clauson, Robert Eyestone, Scott McSpadden, and Robert Mueffelmann.

Our artists are Robert Cavey, Karen Christiansen, and Jerry Cratsenberg.

READ THIS FIRST

Hardware Requirements

To run Certificate Maker you need an Apple II+ , IIe, IIc or compatible computer including:

64K memory
One disk drive
A dot-matrix printer

Optional equipment includes:

A joystick
A second disk drive
A ProDOS data disk

Warning

DO NOT COPY THE MASTER PROGRAM DISK OR THE CERTIFICATE DISK. These disks are copy protected. Attempting to copy these disks could damage them. Backup disks are available directly from Springboard Software; see the Backup Order form included in this package.

How to use this manual

This manual is organized into four chapters:

The **Introduction** provides an overview of the program and explains the uses of various keys on the keyboard.

Setting Up and Running Certificate Maker explains how to install and start the program on your computer.

Make Certificate takes you step by step through the process of creating and printing a certificate.

***Name* File** shows you how to create lists of names that can be merged into your certificates.

As you read the instructions in this manual, there are two conventions to keep in mind:

When there are instructions to **Select** an option, that means you should move the cursor to that option, then press the [return] key.

When there are instructions to **Enter** something from the keyboard, that means you should type the appropriate text, then press the [return] key.



INTRODUCTION

What is Certificate Maker?

Certificate Maker is an easy-to-use program that enables you to create attractive, personalized awards. Even if you have never before used a computer, with Certificate Maker you can make a certificate in only a few minutes--on your first try!

Certificates have always represented a meaningful way to recognize and encourage all kinds of achievements. In the past, however, it has been time-consuming and expensive to purchase or create personalized awards. Now, with Certificate Maker, you can provide specific, immediate, and tangible praise for any occasion. Certificate Maker helps you announce a promotion, recognize the attainment of a goal, give thanks for extra effort, or even poke fun at a dubious achievement.

There are dozens of uses for Certificate Maker: Teachers can reward students for excellence in the classroom.... Parents can acknowledge admirable behavior in their children.... Club leaders can recognize the extra efforts of volunteer workers.... Bosses can bestow honors for excellence to their employees....

How does it work?

Certificate Maker does the hard part for you: It provides more than 200 professionally designed, partially-completed certificates, called templates. Some templates are intended for specific occasions such as academic achievement, sporting triumphs and so on; these include a title and appropriate artwork. Other templates are multi-purpose; they have no artwork and only a partial title like *Certificate of...*

To make a certificate, all you have to do is select the template you want (illustrations of all the templates appear in the Certificate Catalog at the back of this book), choose a border and type style, and fill in the blanks with the recipient's name and achievement. As a finishing touch, you can add one of the 36 seals and stickers that come with Certificate Maker.

For those occasions when you want to present personalized certificates to several people, Certificate Maker has a feature called the **name* wildcard* that lets you insert names into otherwise identical certificates.

The information you enter is added to a template when you print the certificate. The templates themselves remain intact and can be used over and over.

The elements of a certificate

Pre-designed title

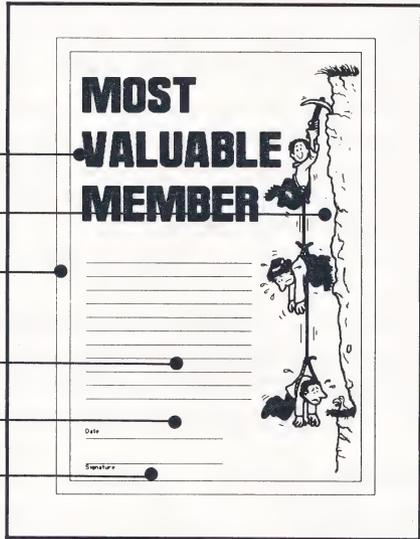
Pre-designed graphic

Choose a border

Open body text and
name wildcard area

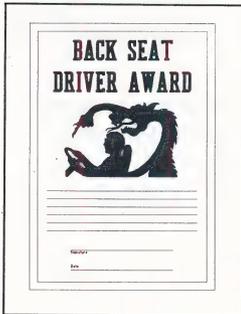
Open date line

Open signature line

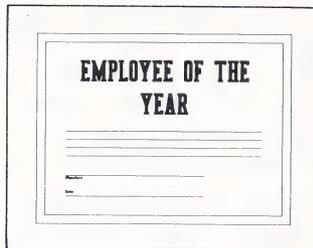


certificate formats

Vertical



Horizontal



Small



As you can see on the illustration on the opposite page, there are four parts to a certificate:

Title: Some templates include a complete title such as *Mathematics Award* or *Most Valuable Member*, while other templates provide a partial title like *Certificate of...*, or a completely blank title area.

Graphics: Many templates include an illustration to spice up the certificate and add that professional, or humorous, touch.

Border: There are 24 designs to choose from. Samples of each border appear on a special Border menu at the back of this book.

Text: Every template provides space where you can type in specific information about an award. Most templates also include a line for the date and your signature. Certificate Maker has five font styles and two font sizes from which you may choose.

Entering the special code **name** in your text instructs Certificate Maker to print the same certificate several times, with a different name on each copy.

A separate procedure allows you to create “name” files containing the names of the people in your office, classroom, or organization. Just before you print a certificate that has the **name** wildcard in it, the program asks you to choose the names you want to use.

Using the keyboard

The following table shows the keys used in Certificate Maker.

Function	Key	Description
Select	[return]	Use [return] to select an item from a menu or a list of options. When entering text, use [return] to end one line and begin the next.
Go back to the previous screen	[esc]	Use [esc] to cancel your work on one screen and return to the previous screen. When entering text, use [esc] to delete the text on the current line and move the cursor back to the previous line.
Return to the Main Menu	[control-R]	Use [control-R] (hold down [control] and press R simultaneously) at any time to cancel your work and return to the Main Menu. From there, you can start over or exit from Certificate Maker.
Move the cursor	→ ← ↑ ↓	Apple IIe/c: Use the up and down arrow keys to move from one item to another in a menu or a list of options. Apple II + : Use ← for up and use → for down
Making typing corrections	[backarrow] [delete]	Use the backarrow or delete key to erase characters to the left of the cursor.
Upper/lower case	[shift] [control-C]	Apple IIe/c: Use the [shift] and any other key for upper case. Apple II + : Use [control-C] (hold down [control] and press C simultaneously) at any time to toggle between upper case and lower case.

SETTING UP AND RUNNING CERTIFICATE MAKER

Before you start:

If you plan to use the *name* wildcard feature, initialize a floppy disk for *name* file storage. Use ProDOS to initialize your disk.

Name files must be stored on a separate floppy disk. They cannot be kept on the Certificate Maker Master Program disk or the Certificate Catalog disk. A single floppy disk can hold all your *name* files.

To start Certificate Maker:

Insert the Master Program disk in drive 1 and turn on your computer.

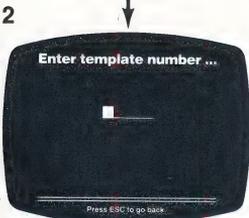
If you have two disk drives, insert the Certificate Catalog disk in drive 2.

To exit from Certificate Maker:

1. Return to the Main Menu by pressing [Ctrl-R].
2. Select the Exit Program option (if you want to run another software application), or turn off your computer.

MAKE CERTIFICATE

This chapter describes how to create and print out a certificate. At the top of each page, the entry screen is numbered in the order in which you will use it. The screen numbers enclosed in parentheses are optional or only appear in certain cases. Follow this flow chart for quick reference.



Blank

Partial

Continued on next page.



(10) If *name* in any text area.



(11) If *name* in any text area.



1 Main Menu



Select **Make Certificate** if you want to create a certificate.

Select ***Name* File** if you want to create or edit a list of names. A **name** file list can be merged into a certificate to produce several personalized copies of the same certificate. The program goes to Screen A, Select **name** file option (page 22).

*Note: This option is used to add or delete names from a *name* file, not to select the names to be printed on any given certificate. Actual name selection is done in the Make Certificate procedure.*

Select **Exit Program** to leave Certificate Maker and return to ProDOS.

No matter where you are in Certificate Maker, you can press [Ctrl-R] to Return to this menu.

2 Enter template number



Enter the number of the certificate template you want to create.

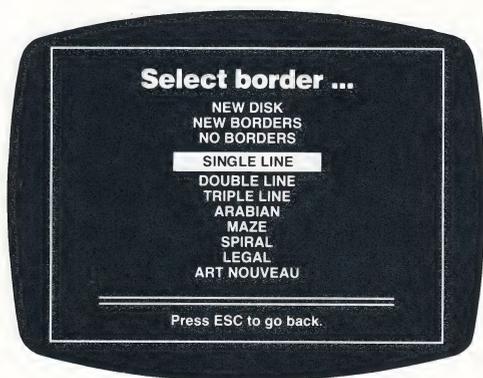
Templates 1-39 are on Disk 1, Side B.

Templates 40-127 are on Disk 2, Side A.

Templates 128-220 are on Disk 2, Side B.

Illustrations of the certificates and their corresponding numbers appear in the *Certificate Catalog* at the back of this book.

3 Select border



Select the border for the certificate.

A border is a design that goes around the edge of a certificate. There are 24 borders from which you may choose; 8 border names are listed at a time. As you move the cursor through the list of border names, the borders are displayed on the screen. When you see the border you want, select it.

Samples of the borders appear at the back of this book.

Select **More Borders** to see the lists of the next 8 borders.

Select **No Border** to make a certificate with no border.

The **New Disk** option is reserved for future additions to Certificate Maker.

(4) Select title font style



Select the font style you want for the certificate title.

This screen appears only if the certificate has space for you to enter a title *and* if that area is completely blank. (Examples: Certificates 218 and 219.)

If there is space for you to enter a title, but the title area already has some text, such as *Certificate of...* or *The World's Best...*, then the title font style is chosen by the program to match the text already in place.

As you scroll through the list of five font names, you can see a sample of each font at the bottom of the screen. The fonts are:

This is the SERIF type style

This is the SAN SERIF type style

This is the SCRIPT type style

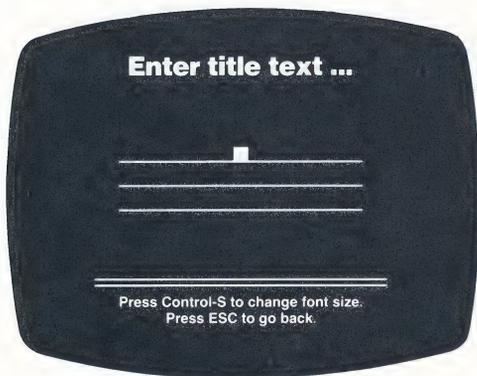
This is the GOTHIC type style

This is the ART DECO type style

The font style appears only on the printed certificate, not on the screen while you are entering the title.

The **New Disk** option is reserved for future additions to Certificate Maker.

(5) Enter title text



Enter a title for your certificate.

This screen appears only for those certificates that have space set aside for you to enter a title.

You may press [Ctrl-S] to toggle the **font size** between small and medium. The cursor will change size to show the selected size. If you enter some text on a line and then press [Ctrl-S], the size of the text on that line will change. All the text on any given line must be the same size, but you can change the size from one line to the next.

The **number of lines on the screen** indicates how many lines of text you may enter for the title. The number may change depending on the font size you select. These lines do not appear on the printed certificate.

As you type, the **title is centered** on each line.

Note for **multiple-line titles**: While word wrap does work, you may also press [return] to move the cursor from one line to the next.

Pressing [return] on the last line **ends the title entry**.

6 Select body font style



Select the font style you want for the body of the certificate. As you scroll through the list of font names, you can see a sample of each font at the bottom of the screen. The fonts are:

This is the SERIF type style
This is the SAN SERIF type style
This is the SCRIPT type style
This is the GOTHIC type style
This is the ART DECO type style

The font you choose for the body text will also be used for the date text (Screen 8).

You may choose any of the five fonts, regardless of the font used for the certificate title. Usually, a certificate looks best when you use the same font for both the title and the body text.

The **New Disk** option is reserved for future additions to Certificate Maker.

7 Enter body text



Enter the text you want to appear in the body of the certificate.

There are two font sizes available for the text. Pressing [Ctrl-S] toggles the **font size** between medium and small; the cursor will change size accordingly. All the text on a given line must be the same size, but you may change font size from one line to the next. If you enter some text on a line and then press [Ctrl-S], the size of the text on that line will change.

While **word wrap** does work, you may also press [return] to move the cursor from line to line.

The **number of lines on the screen** indicates how many lines of text you may enter. The number may change depending on the font size you select. These lines do not appear on the printed certificate.

The **text is centered** on each line.

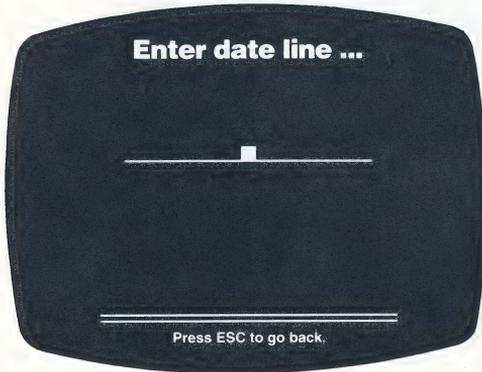
To make **typing corrections**, use the [backarrow] and [delete] keys. To delete an entire line of text, press [esc].

Pressing [return] on the last line **ends the text entry**.

To personalize several copies of the certificate:

Type ***name*** all by itself on the line where you want each name to appear. Don't put any other text on the line that has the ***name*** wildcard. Just before you print the certificate, the program will ask you what ***name*** file and which names from that file that you want to use. See Screens A-E for instructions on creating a ***name*** file.

8 Enter date line



Enter the date text you want to appear on the certificate.

Entering a date is optional. You may decide to leave the date area blank, or you may enter some text other than a date. The line and the word "date" that you see on the template do not appear on the printed certificate.

Because of the amount of space available, not all certificates have enough room to spell out an entire date such as "September 23, 1987." The amount of space allowed for the date is indicated by the length of the line on the screen.

The font style for date text is the same as what you chose for the certificate text on Screen 7. The font size is small and cannot be changed.

Date text examples:

January 1, 1999

7/18/89

9 Enter signature line



Enter the signature text you want to appear on the certificate.

All certificates include a pre-drawn line on which you can sign your name; the length of the line cannot be changed. The word "signature" beneath the signature line is replaced on the printed certificate by what you enter on this screen.

Signature text is centered beneath the signature line. If you want to move the text to the left, use [Space] to enter some spaces at the end of your name.

There is only one font for signature text. It is a special font that appears only in the signature area.

(10) Select *name* file



This screen appears only if the body text you entered in Screen 7 has the ***name*** wildcard. See Screen 7 for instructions on entering the ***name*** wildcard, and see Screens A-E for instructions on creating and editing a ***name*** file.

Select the ***name*** file from which you wish to draw names to be printed on several copies of the certificate.

If you have not done so already, the program will ask you to insert a ***name*** file disk into the appropriate disk drive.

Insert a new disk, then select **New Disk** if the ***name*** file you want is on a different disk.

(11) Select names



Select **Select all Names** if you want to print a certificate for every name in the file. An asterisk will appear to the left of each name.

Select this option also if you want to select most but not all names from the list. Then move the cursor to the names you *don't* want and press [return] to delete those names.

Select the **individual names** if you want to print certificates for only a few of the names in the file. An asterisk will appear next to each name you select.

To remove a name accidentally selected, move the cursor to the name and press [return].

Select **Proceed to Print** when you are done selecting names.

12 Print certificate



Select **Print certificate** if the printer name displayed is the name of your printer, and if you are sure that the paper is adjusted properly in the printer.

Until you become familiar with how to align the paper for the various certificate formats, it is a good idea to select the Print Test option (described on the following page) before printing a certificate.

The format of each certificate (horizontal, vertical, or small) is as shown in the Certificate Catalog and cannot be changed.

If your text has a ***name*** wildcard, the program will print one certificate for each name you specified on Screen 11. If the ***name*** certificates are horizontal or vertical, the program will advance the printer to the top-of-form after each certificate is printed. If the ***name*** certificates are the small format, the program will print them two to a page.

Note: The program will print about one-third of the certificate at a time, then pause for a few moments before continuing. Don't worry when your printer stops before printing the entire certificate.

When the printing is done, the program returns to the Print Menu. This gives you a chance to print the certificate again. If you want to print the certificate again but accidentally select Main Menu, you can get back to the Print Menu by pressing [esc] from the Main Menu.

Select **Print Test** if you want to find out where on the paper the certificate will print. The program will print a four-corner test pattern of the certificate; this saves you from printing the entire certificate when you are not sure if the paper is aligned properly. This option is particularly recommended the very first time you use Certificate Maker and on all occasions when you are printing several *name* certificates.

Print Test is also helpful when you want to make sure that you have selected the right printer in the Change Setup procedure.

Select **Main Menu** if you want to start over or quit Certificate Maker. From there, you can press [esc] to return to the Print Menu if you decide to print the certificate after all. If you make any other selection from the Main Menu, the information you have entered in Screens 2-11 will be lost.

Select **Change Setup** if the printer setup displayed does not describe your printer. *NOTE:* Apple IIc users must change the setup the first time to accommodate the IIc serial port. The program will display an alphabetical list of all the printers that can be used with Certificate Maker.

Scroll through the list until you find your printer, then select it. The program may have you respond to one or more questions regarding the specific configuration of your printer.

You will have to do the Change Setup procedure only the first time you print a certificate (and again if you ever use Certificate Maker with a different printer). Once you have specified your type of printer, the program remembers it.

Printer Tips

If printing from a *name* file using two disk drives: Insert the *name* data disk into drive 2 when prompted to do so, before selecting the names to print. Insert the Certificate Maker disk in drive 1 when prompted to do so, after selecting the **Print Certificate** option. This avoids frequent disk swapping during printing.

If the printer skips lines while printing a certificate, turn off the automatic linefeed setting on your printer. See your printer manual for instructions. (Note: Some of the Change Setup procedures allow you to turn off linefeed without physically adjusting your printer.)

If the printer doesn't work, turn it off and back on again, then go through the Change Setup procedure. If that doesn't help, compare your DIP switch settings to those recommended in your printer manual.

***NAME* FILE**

This chapter explains how to create a new *name* file and how to edit an existing *name* file. At the top of each page, the entry screen is lettered in the order in which you will use it. Follow this flow chart for quick reference.

Create new *name* file

1



→ Select: *Name* File

A



→ Select: Create new *name* file

B



C



Edit existing *name* file

1



Select: *Name* File

A



Select: Edit existing *name* file

10



E



D



C



A Select *name* file option



This is the first screen you see when you select the *Name* File option from the Main Menu.

Select **Create new *name* file** if you want to make a new list of names. The program goes to Screen B, Enter Names.

Select **Edit existing *name* file** if you want to make additions, corrections, or deletions to an existing file. The program goes to the **Select *name* file** screen, as shown below.



Select the *name* file you want to edit.

If you have not done so already, the program will ask you to insert a *name* file disk into the appropriate disk drive.

The program goes to Screen D, Edit *Name* File.

Change the disk in the disk drive, then select **New Disk** if the *name* file you want is on a different disk.

B Enter names



Enter each name that you want to appear in the file. Each file may contain up to 75 names. As you enter names, the number at the top of the screen indicates how many names are in the file.

Each name in the list can be up to 25 characters long. Within that limit, each name may contain as many words as you like. Enter each name as you want it to appear on the certificate (e.g., *Mary Smith* not *Smith, Mary*).

Make sure the name is correct before you press [return]! Once you press [return], the only way to correct a name is through the **Edit existing *name* file** procedure (Screen D). To make corrections use the [backarrow] or [delete] key as described in the Introduction.

The order in which you enter names is not important. When you save a *name* file, the program automatically alphabetizes the list by the last word you enter.

When you are done entering names, press [return] when the entry line is blank.

C Save *name* file



Enter a name for the *name* file. Choose a name that will help you remember the contents of the file.

***Name* files have filename prefixes, but the prefixes are assigned by the program automatically. You cannot include a filename prefix when naming a *name* file.** The prefix assigned by the program is CMN (CMN.FILENAME). The only time you will need to use the filename prefix is when you are copying or deleting a file in ProDOS.

Name files must be saved on a data disk. Never save a *name* file on the Certificate Maker Master Program or Certificate disk. If you have more than one disk drive, the program displays a message reminding you which drive to use.

If you are saving an edited file, you can keep both the original and edited versions of the file by assigning a new name to the file, or you can get rid of the original version by assigning its name to the edited version.

For more information on disks, filenames, and filename prefixes, see your ProDOS manual.

When the file has been saved, the program returns to Screen 1, the **Main Menu**.

D Edit *name* file



Select **Add new name** if you want to add one or more names to the file. The program goes to Screen E, **Enter name to be added**.

Select a **previously entered name** if you want to delete that name from the list. As you scroll through the list of names, each name is highlighted, and the word **Delete** appears next to it. When the name you want to delete is highlighted, press [return].

You cannot edit a previously entered name. Thus, in order to change *Mray Msith* to *Mary Smith*, you must first delete the incorrect name, then select **Add new name** and enter the correct name.

Select **Save edited file** when you are done editing the file. The program goes to Screen C, **Save *name* file**.

E Enter name to be added



Enter each name you want to add to the file. Remember, each name can be up to 25 characters long, and there is a maximum of 75 names per file.

To make corrections, press [backarrow] or [delete] before pressing [return]. Once you have entered a name, you can correct it only from Screen D, **Edit *name* file**.

When you are done entering names, press [return] when the entry line is blank. The program goes to Screen D, **Edit *name* file**. From there, you can save the file.

On Screen D, the names you added will appear at the end of the list. Then, when you save the file, the names will be arranged in alphabetical order.

24 BORDERS TO CHOOSE FROM

Single Line



Double Line



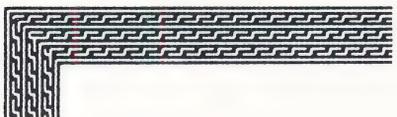
Triple Line



Arabian



Maze



Spiral



Legal



Art Nouveau



Victorian



Lace



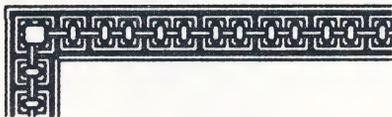
King Arthur



Persian



Links



African



Gothic



Weave



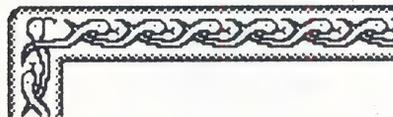
Bear



Heart



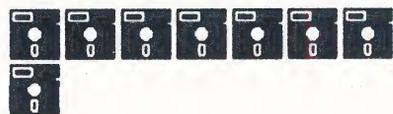
Snake



Egyptian



Disk



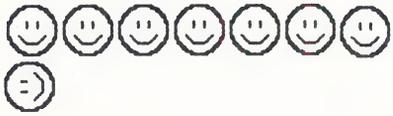
Skull



Duck



Smile



1

MOST VALUABLE MEMBER



Signature _____

Date _____

2

BAD HAIRCUT AWARD



Signature _____

Date _____

3

AWARD FOR QUITTING SMOKING



Signature _____

Date _____



4

RUDE AWAKENING AWARD



Signature _____

Date _____

5

**COUCH
POTATO
AWARD**



Signature _____
Date _____

6

**BACK SEAT
DRIVER AWARD**



Signature _____
Date _____

7

*Can of Worms
Award*



Signature _____ 
Date _____

8

**AWARD FOR
Painting
Yourself into
a Corner**



Signature _____ Date _____

9

**COMPUTER
OPERATOR'S
LICENSE**



Signature _____
Date _____

10

**COMPUTER
WHIZ-KID
AWARD**



Signature _____
Date _____

11

**PROCRASTINATOR'S
AWARD**



Signature _____
Date _____

12

**TROUBLESHOOTER'S
CERTIFICATE**



Signature _____
Date _____



13

**COOLNESS
UNDER
PRESSURE**



Signature: _____
Date: _____

14

**"STICKING TO
YOUR GUNS"
AWARD**



Signature: _____
Date: _____

15

**LEMON
AWARD**



Signature: _____
Date: _____

16

WANTED



Signature: _____
Date: _____

17

**TEAM WORK
AWARD**



Signature _____
Date _____

18

**WORST JOKE
AWARD**



Signature _____
Date _____

19

**GLOBETROTTER'S
CERTIFICATE**



Signature _____
Date _____

20

**MS. KNOW-IT-ALL
AWARD**



Signature _____
Date _____

25

**WINE TASTER'S
CERTIFICATE**



Signature _____
Date _____



26

**WINE
CONNOISSEUR'S
CERTIFICATE**



Signature _____
Date _____



27

Pigsty Award



Signature _____
Date _____



28

**OUT ON A
LIMB**



Signature _____
Date _____

29

**BEST VACATION
PICTURES AWARD**



Signature _____
Date _____

30

**PHOTOGRAPHER'S
AWARD**



Signature _____
Date _____

31

**CHEERFULNESS
AWARD**



Signature _____
Date _____

32

**WHAT WILL I
BE WHEN I
GROW
UP ?**



Signature _____
Date _____



33

**DRIVER'S
LICENSE**



Signature _____

Date _____

34

**INFECTING
CO-WORKERS**



Signature _____ Date _____

Signature _____ Date _____

35

**Quack
License**



Signature _____

Date _____



36

**OUTSTANDING IN
YOUR FIELD**



Signature _____

Date _____

37

**MOST VALUABLE
PLAYER**



Signature _____
Date _____

38

**LEAST VALUABLE
PLAYER**



Signature _____
Date _____

39

**Horrible
Mention**

Signature _____
Date _____



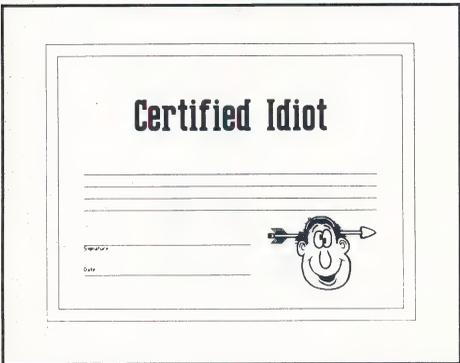
40

*Thanks for
Nothing Award*

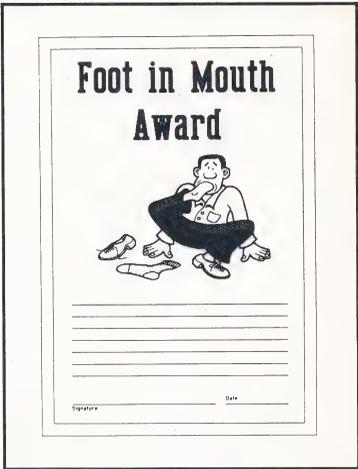
Signature _____
Date _____



41



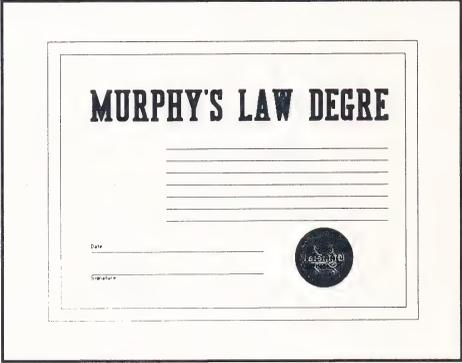
42



43



44



45

**COMMUNITY SERVICE
AWARD**

Signature _____
Date _____



46

**OUTSTANDING
ATTITUDE**

Signature _____
Date _____

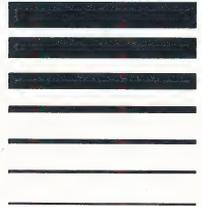


47

The
**Widest, Thinnest,
Tallest, Smallest**
Award



Signature _____ Date _____



49

**Dead Carp
Award**



Signature _____
Date _____



48

Nicest Smile

Signature _____
Date _____



55

**COMPANY
CLOWN**



Signature _____
Date _____



56

**BEST BOSS
AWARD**



Signature _____
Date _____

57

**BEST BOSS
AWARD**



Signature _____
Date _____

58

**BEST SECRETARY
AWARD**



Signature _____
Date _____



59

**BEST SECRETARY
AWARD**



Signature _____
Date _____



60

**Most
Coffee Breaks
Award**



Signature _____
Date _____



61

**Certificate
of
Promotion**

Signature _____
Date _____

62

**EMPLOYEE OF THE
WEEK**

Signature _____
Date _____



63

EMPLOYEE OF THE MONTH

Signature _____
Date _____

64

EMPLOYEE OF THE YEAR

Signature _____
Date _____

65

READING AWARD



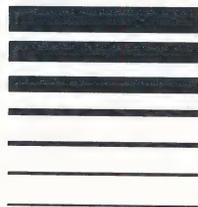
Signature _____
Date _____



66

Certificate of READING PROFICIENCY

Signature _____
Date _____



67

**WRITING
AWARD**



Signature _____
Date _____



68

**Certificate of
WRITING PROFICIENCY**

Signature _____
Date _____



69

**MATHEMATICS
AWARD**



Signature _____
Date _____



70

**Certificate of
MATHEMATICS SKILLS**

Signature _____
Date _____



71

**Certificate of
ART PROFICIENCY**

Signature _____
Date _____



72

**Certificate of
MUSIC PROFICIENCY**

Signature _____
Date _____



73

**Certificate of
GEOGRAPHY SKILLS**

Signature _____
Date _____



74

**Certificate of
SCIENCE PROFICIENCY**

Signature _____
Date _____

75

**Certificate of
SPELLING PROFICIENCY**

Signature _____
Date _____

76

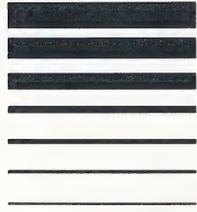
**Certificate of
HISTORY PROFICIENCY**

Signature _____
Date _____

77

**Certificate of
SOCIAL STUDIES
PROFICIENCY**

Signature _____ Date _____



78

**Certificate of
PHYSICAL EDUCATION
PROFICIENCY**

Signature _____ Date _____

79

CLASS CLOWN



Signature _____
Date _____

80

Certificate
of
Scholastic Achievement

Signature _____ Date _____



81

Certificate
of
Graduation

Signature _____ Date _____



82

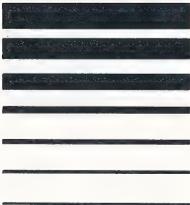
A large rectangular diploma form with a double-line border. The word "Diploma" is centered at the top in a stylized, gothic-style font. Below the title are three horizontal lines for text. At the bottom, there are two columns of fields: "Signature" and "Date" on the left, and "Signature" and "Date" on the right, each with a horizontal line for input.

83

A rectangular diploma form with a double-line border. The word "Diploma" is centered in the middle. Below the title are three horizontal lines for text. At the bottom left, there are two fields: "Signature" and "Date", each with a horizontal line for input.

84

A rectangular diploma form with a double-line border. The word "Diploma" is centered at the top. Below the title are three horizontal lines for text. At the bottom left, there are two fields: "Signature" and "Date", each with a horizontal line for input.



85

World's Greatest Athlete



Signature _____ Date _____

86

World's Worst Athlete



Signature _____ Date _____

87

**POOR
SPORTSMANSHIP
AWARD**



Signature _____ Date _____

88

**SKIING
AWARD**



Signature _____
Date _____

89

**MARKSMANSHIP
AWARD**



Signature _____
Date _____

90

**FISHING
AWARD**



Signature _____
Date _____



91

**BASKETBALL
AWARD**



Signature _____
Date _____



92



Signature _____ Date _____

93



Signature _____ Date _____

94

**FOOTBALL
AWARD**



Signature _____ Date _____



95



Signature _____ Date _____

96



Signature _____ Date _____

97

**BASEBALL
AWARD**



Signature _____
Date _____



98



Signature _____ Date _____

99



Signature _____ Date _____

100

**GYMNASTICS
AWARD**



Signature _____
Date _____



101

A rectangular award certificate template with a double-line border. On the right side, there is a line drawing of a person performing a backflip. To the left of the drawing are five horizontal lines for text. Below the drawing are five horizontal lines for text. At the bottom left, there is a line for a signature and a line for a date.

102

A rectangular award certificate template with a double-line border. At the top, the words "GYMNASTICS" and "AWARD" are printed in large, bold, capital letters. Below the text is a line drawing of a person performing a handstand on a pommel horse. To the left of the drawing are five horizontal lines for text. Below the drawing are five horizontal lines for text. At the bottom left, there is a line for a signature and a line for a date. At the bottom right, there is a small line drawing of a pommel horse.

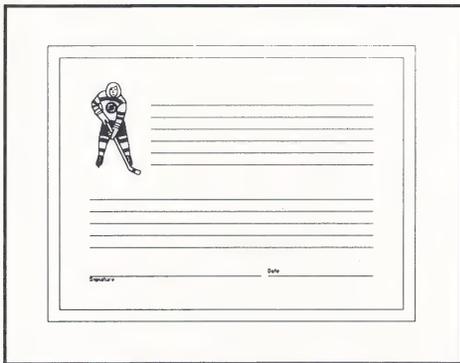
103

A rectangular award certificate template with a double-line border. On the left side, there is a line drawing of a person performing a handstand on a pommel horse. To the right of the drawing are five horizontal lines for text. Below the drawing are five horizontal lines for text. At the bottom left, there is a line for a signature and a line for a date.

104

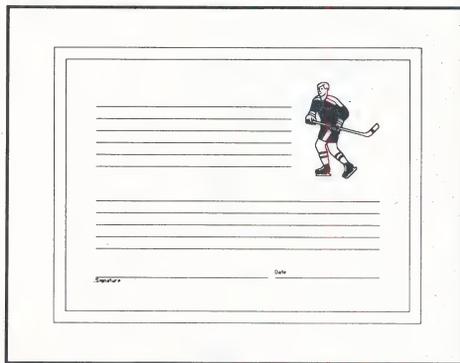
A rectangular award certificate template with a double-line border. At the top, the words "HOCKEY" and "AWARD" are printed in large, bold, capital letters. Below the text are two line drawings of hockey players. To the left of the drawings are five horizontal lines for text. Below the drawings are five horizontal lines for text. At the bottom left, there is a line for a signature and a line for a date. At the bottom right, there is a small line drawing of a hockey puck.

105



A rectangular award certificate with a double-line border. On the left side, there is a line drawing of a soccer player in a striped jersey. To the right of the player are five horizontal lines for text. Below these lines are two more horizontal lines. At the bottom left, there is a line for a signature, and at the bottom right, there is a line for a date.

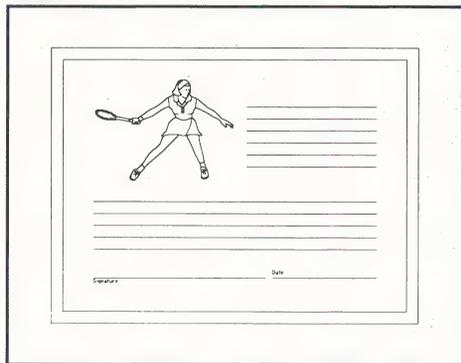
106



A rectangular award certificate with a double-line border. On the right side, there is a line drawing of a hockey player in a dark jersey. To the left of the player are five horizontal lines for text. Below these lines are two more horizontal lines. At the bottom left, there is a line for a signature, and at the bottom right, there is a line for a date.

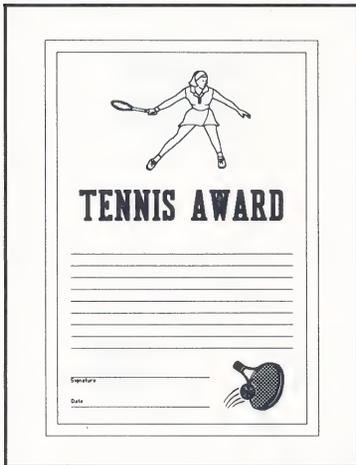


108



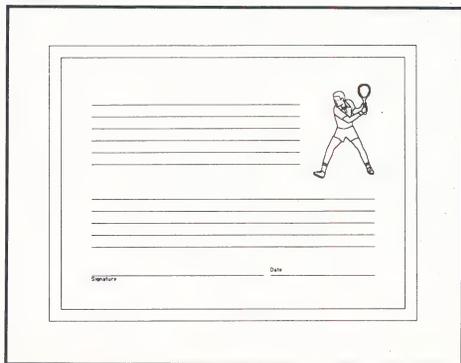
A rectangular award certificate with a double-line border. On the left side, there is a line drawing of a tennis player in a white outfit. To the right of the player are five horizontal lines for text. Below these lines are two more horizontal lines. At the bottom left, there is a line for a signature, and at the bottom right, there is a line for a date.

107



A rectangular award certificate with a double-line border. At the top center is a line drawing of a tennis player in a white outfit. Below the drawing, the words "TENNIS AWARD" are printed in a bold, sans-serif font. Underneath the title are five horizontal lines for text. Below these lines are two more horizontal lines. At the bottom left, there is a line for a signature, and at the bottom right, there is a line for a date. A small illustration of a tennis racket is positioned at the bottom right corner of the inner frame.

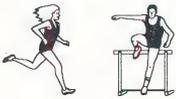
109



A rectangular award certificate with a double-line border. On the right side, there is a line drawing of a tennis player in a white outfit. To the left of the player are five horizontal lines for text. Below these lines are two more horizontal lines. At the bottom left, there is a line for a signature, and at the bottom right, there is a line for a date.

110

**TRACK & FIELD
AWARD**



Signature _____
Date _____



111



Signature _____ Date _____

112



Signature _____ Date _____

113

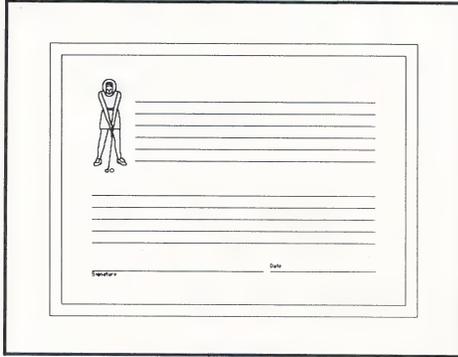
**GOLFING
AWARD**



Signature _____
Date _____

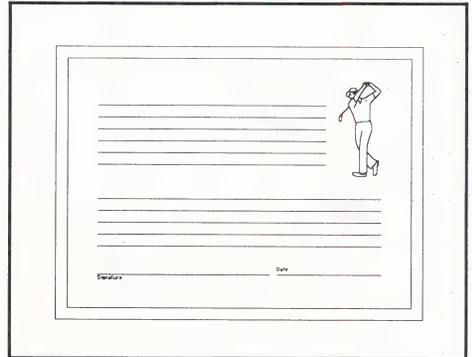


114



A rectangular award certificate with a double-line border. On the left side, there is a line drawing of a person in a long-sleeved shirt and pants, standing with arms crossed. To the right of this figure are five horizontal lines for text. Below these lines are two more horizontal lines, followed by a line for a signature and a line for a date.

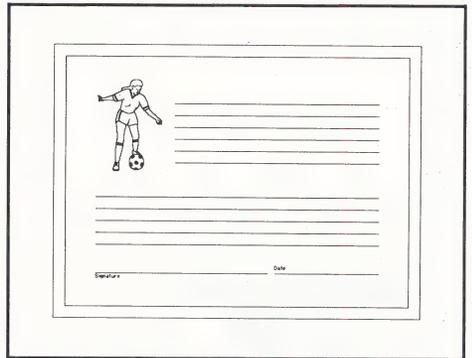
115



A rectangular award certificate with a double-line border. On the right side, there is a line drawing of a person in a long-sleeved shirt and pants, standing with arms raised. To the left of this figure are five horizontal lines for text. Below these lines are two more horizontal lines, followed by a line for a signature and a line for a date.

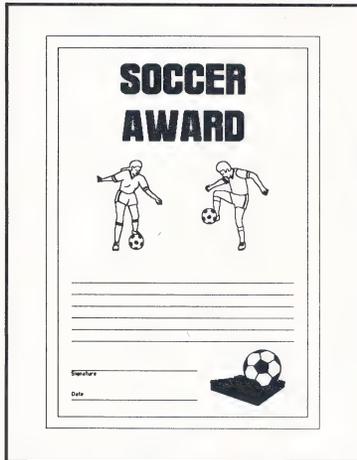


117



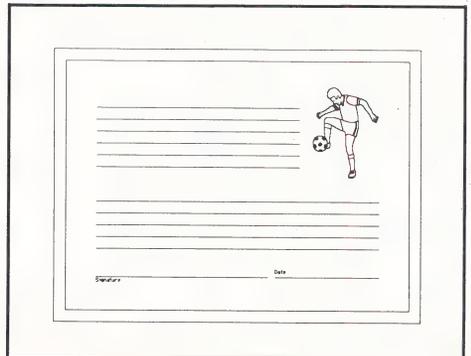
A rectangular award certificate with a double-line border. On the left side, there is a line drawing of a soccer player in a jersey and shorts, standing with a soccer ball at their feet. To the right of this figure are five horizontal lines for text. Below these lines are two more horizontal lines, followed by a line for a signature and a line for a date.

116



A rectangular award certificate with a double-line border. At the top, the words "SOCCER" and "AWARD" are printed in large, bold, black capital letters. Below the text are two line drawings of soccer players in action. Underneath the drawings are five horizontal lines for text. At the bottom left, there is a line for a signature and a line for a date. At the bottom right, there is a line drawing of a soccer ball on a small rectangular base.

118



A rectangular award certificate with a double-line border. On the right side, there is a line drawing of a soccer player in a jersey and shorts, running with a soccer ball. To the left of this figure are five horizontal lines for text. Below these lines are two more horizontal lines, followed by a line for a signature and a line for a date.

119

BOWLING AWARD



Signature _____
Date _____



120



Signature _____ Date _____

121



Signature _____ Date _____

122

RACQUETBALL AWARD



Signature _____
Date _____



123



Signature _____ Date _____

124

A rectangular award certificate template with a double-line border. On the left side, there is a line drawing of a person in athletic wear holding a ball. To the right of the drawing are five horizontal lines for text. Below these lines are four more horizontal lines. At the bottom left, there is a line labeled "Signature" and at the bottom right, a line labeled "Date".

125

A rectangular award certificate template with a double-line border. At the top, the words "SWIMMING" and "AWARD" are written in large, bold, sans-serif capital letters. Below the text are two line drawings of swimmers in various strokes. A wavy line representing water is positioned below the drawings. Underneath the water line are five horizontal lines for text. At the bottom left, there is a line labeled "Signature" and at the bottom right, a line labeled "Date" and a circular logo depicting a swimmer's head above a wave.

126

A rectangular award certificate template with a double-line border. On the left side, there is a line drawing of a swimmer in a streamlined position. To the right of the drawing are five horizontal lines for text. Below these lines are four more horizontal lines. At the bottom left, there is a line labeled "Signature" and at the bottom right, a line labeled "Date".

127

A rectangular award certificate template with a double-line border. On the right side, there is a line drawing of a swimmer in a streamlined position. To the left of the drawing are five horizontal lines for text. Below these lines are four more horizontal lines. At the bottom left, there is a line labeled "Signature" and at the bottom right, a line labeled "Date".

128

**GREATEST
BACKYARD CHEF**



Signature _____
Date _____

129

**CLEAN ROOM
AWARD**



Signature _____
Date _____



130

**Award for
Eating All Of
Your Yucky
Vegetables**



Signature _____
Date _____

131

**Certificate
of
Wedded Bliss**



Signature _____
Date _____

132

**ANNIVERSARY
AWARD**

Signature _____
Date _____



133



*Newborn Baby
Award*

Signature _____
Date _____

134

**Clean Teeth
Award**



Signature _____
Date _____



135

**Gourmet
Chef Award**



Signature _____
Date _____



136

CERTIFICATE OF LOVE

Signature _____
Date _____



138

ADOPTION CERTIFICATE

Signature _____
Date _____

137

Sweetheart Award

Signature _____
Date _____



140

Dog Owner's License

Signature _____
Date _____



139

IN THE DOGHOUSE



Signature _____
Date _____

141

Cat Owner's License

Signature _____
Date _____



142

*Bird Owners
License*

Signature _____
Date _____



143

**BEST FRIENDS
CERTIFICATE**

Signature _____
Date _____



144

**BEST FRIENDS
CERTIFICATE**

Signature _____
Date _____



145

**BEST FRIENDS
CERTIFICATE**

Signature _____
Date _____



146

**BEST FRIENDS
CERTIFICATE**

Signature _____
Date _____



147

**BEST FRIENDS
CERTIFICATE**

Signature _____
Date _____



151



Signature _____

Date _____

152



Signature _____

Date _____

153



Signature _____

Date _____

154



Signature _____

Date _____

155

**GOOD GIRL
AWARD**

Signature _____

Date _____



156

**GOOD BOY
AWARD**

Signature _____

Date _____



157

**BAD GIRL
AWARD**

Signature _____
Date _____



158

**BAD BOY
AWARD**

Signature _____
Date _____



159

**BEST MOM
AWARD**

Signature _____
Date _____



160

**BEST DAD
AWARD**

Signature _____
Date _____



161

Signature _____
Date _____



162

Signature _____
Date _____



163

Signature _____
Date _____



A rectangular form with a double border. Inside, there are five horizontal lines for writing. Below the lines are two lines for a signature and date. To the right of the signature line is a small illustration of a rabbit sitting on a patch of grass.

164

Signature _____
Date _____



A rectangular form with a double border. Inside, there are five horizontal lines for writing. Below the lines are two lines for a signature and date. To the right of the signature line is a small illustration of a bee sitting on a stack of books.

165

Signature _____
Date _____



A rectangular form with a double border. Inside, there are five horizontal lines for writing. Below the lines are two lines for a signature and date. To the right of the signature line is a small illustration of a dog sitting on a circular base.

166

Signature _____
Date _____



A rectangular form with a double border. Inside, there are five horizontal lines for writing. Below the lines are two lines for a signature and date. To the right of the signature line is a small illustration of a cross symbol.

167

Signature _____
Date _____



A rectangular form with a double border. Inside, there are five horizontal lines for writing. Below the lines are two lines for a signature and date. To the right of the signature line is a small illustration of three crosses standing on a base.

168

Signature _____
Date _____



A rectangular form with a double border. Inside, there are five horizontal lines for writing. Below the lines are two lines for a signature and date. To the right of the signature line is a small illustration of a dove with wings spread, perched on a globe.

169

Blank certificate template with a Triskelion symbol.

Signature _____
Date _____



170

Blank certificate template with a Fish symbol.

Signature _____
Date _____



171

Blank certificate template with a Cross symbol.

Signature _____
Date _____



172

Blank certificate template with a Menorah symbol.

Signature _____
Date _____



173

Blank certificate template with a Pillars symbol.

Signature _____
Date _____



174

Blank certificate template with a Star of David symbol.

Signature _____
Date _____



175

Form 175: A rectangular card with a double border. The top half contains five horizontal lines for writing. The bottom left corner has two fields: "Signature" and "Date". The bottom right corner features a crescent moon and a five-pointed star.

176

Form 176: A rectangular card with a double border. The top half contains five horizontal lines for writing. The bottom left corner has two fields: "Signature" and "Date". The bottom right corner features a traditional Japanese torii gate.

177

Form 177: A rectangular card with a double border. The top half contains five horizontal lines for writing. The bottom left corner has two fields: "Signature" and "Date". The bottom right corner features a circular symbol containing a stylized character, likely representing water (水).

178

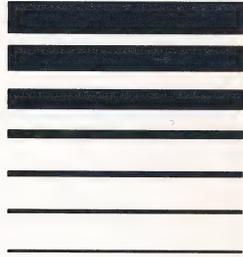
Form 178: A rectangular card with a double border. The top half contains five horizontal lines for writing. The bottom left corner has two fields: "Signature" and "Date". The bottom right corner features a circular yin-yang symbol.

179

Form 179: A rectangular card with a double border. The top half contains five horizontal lines for writing. The bottom left corner has two fields: "Signature" and "Date". The bottom right corner features the Om symbol (ॐ).

180

Form 180: A rectangular card with a double border. The top half contains five horizontal lines for writing. The bottom left corner has two fields: "Signature" and "Date". The bottom right corner features a stylized lotus flower.



181

Blank certificate form with a compass rose icon and signature/date lines.

182

Certificate of Merit form with a star icon and signature/date lines.

183

Certificate of Achievement form with a torch icon and signature/date lines.

184

Certificate of Excellence form with a 'Fantastic' stamp and signature/date lines.

185

Certificate of Appreciation form with a handshake icon and signature/date lines.

186

Certificate
of
Recognition

Signature _____
Date _____



187

Certificate
of
Attendance

Signature _____
Date _____

188

Certificate
of
Membership

Signature _____
Date _____

189

Certificate
of
Participation

Signature _____
Date _____

190

Certificate
of
Completion

Signature _____
Date _____

191

Certificate
of
Improvement

Signature _____
Date _____

192

Certificate
of
Proficiency

Signature _____
Date _____

193

Certificate
of
Performance

Signature _____
Date _____

194

Certificate
of

Signature _____
Date _____

195

Certificate
of

Signature _____
Date _____

196

Certificate of

Signature _____
Date _____

197

Award
For
First Place

Signature _____
Date _____



198

**Award
For
Second Place**

Signature _____
Date _____



199

**Award
For
Third Place**

Signature _____
Date _____



200

**Honorable
Mention**

Signature _____
Date _____



201

**Award for
Best Idea**

Signature _____
Date _____



202

**EFFICIENCY
AWARD**

Signature _____
Date _____



203

**Citizenship
Award**

Signature _____
Date _____



210

LICENSE

Signature _____
Date _____

211

License

Signature _____
Date _____



212

License

Signature _____
Date _____

213

Thank You

Signature _____
Date _____

214

Congratulations

Signature _____
Date _____

215

MOST LIKELY TO

Signature _____
Date _____

216

BEST SUGGESTION

Signature _____
Date _____

217

Signature _____
Date _____



218

Signature _____
Date _____

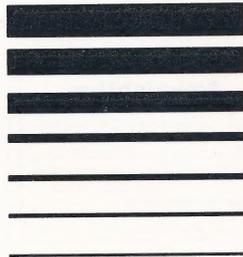


219

Signature _____
Date _____

220

Signature _____
Date _____



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