

Certificate Layout

Overview

SwimSoft gives you the ability to overprint pre-printed certificates. In many cases, you can simply use the system to produce PDFs without having to do any configuration work, as we have predefined the certificate layout information. However, from time-to-time certificate designs change or new awards are created and either the default certificate layout values have not been set or are incorrect. In these cases, you need to define where you want the; Student's name, Teacher's Name, Location and Date placed on the page to allow you to overprint your certificates.

Note: It is always better to get your certificate overlays correct prior to trying to mass-produce them. Hence focus on one certificate for one child first before going into production.

Certificate Layout Overrides

Governing Body

Scheme

Award

Name

Top Height Left Width Font Size Align Font

Teacher

Top Height Left Width Font Size Align Font

Location

Top Height Left Width Font Size Align Font

Date

Top Height Left Width Font Size Align Font

Other

Stock Valid Wastes Landscape

Selecting the correct award

To select which scheme or awards you want to define your certificate PDF overlays for, first select the governing body you require, next select the scheme, and finally select an award. Using default values Pressing the **apply defaults** button will pre-fill the page with default values, if they have been set, you can then manipulate or manually enter the values you want.

What needs defining

You will need to define where the: name, teacher, location, and date need to appear on the PDF. You will be defining virtual boxes on the PDF in which text can be placed. The

system is very similar to using text boxes in MS Word, i.e., the system where you draw a box and write it to get information in a specific place on a page. If an element is not required simply enter the zeros in the; Top, Height, Left, Width fields and a number 2 in the Align field.

The top value

The top value is the distance from the top of your certificate to a point on the page on which you would like the text to sit. (The bottom of your virtual text box).

The height value

The height of the virtual box is defined as centimetres. Values such as 1.2 CM are acceptable.

The left value

The distance from the left-hand margin to the start of your virtual text box.

The width value

The width of the virtual box is in centimetres.

Font size

Use the font size box to define the size of the font you require.

Alignment

The alignment field is used to define how the text will sit in the virtual box, the numeric 1 will mean the text will be left-aligned, the numeric 2 will mean the text centred and the numeric 3 will make the text right-aligned. In most cases, certificates look best when the text is centred, hence use the number 2.

Font

At this moment in time, the system only supports one font being Monotype Corsiva. If your change this value, you will either get a blank PDF or one where the text is shown in courier.

Store details

Once you have completed all the layout boxes, press the **Store Details** button to save your changes. You will notice an entry relating to the certificates that you have configured is created at the bottom of the page, this is to enable you to edit them if necessary.

Store details for scheme

If you want to use the information you have entered into the grid for all awards within that scheme, press the **Store details for scheme** button. After you press the button, you will notice the matrix at the bottom of the page contains all the awards within the scheme, this is to enable you to edit them if necessary.

Editing and deleting layout information

Once you have tested your design, if further adjustment is necessary, you can press the edit button and manipulate your entries. If you have inadvertently created a duplicate layout for an award, press the **Delete** button associated with the entry you no longer require.