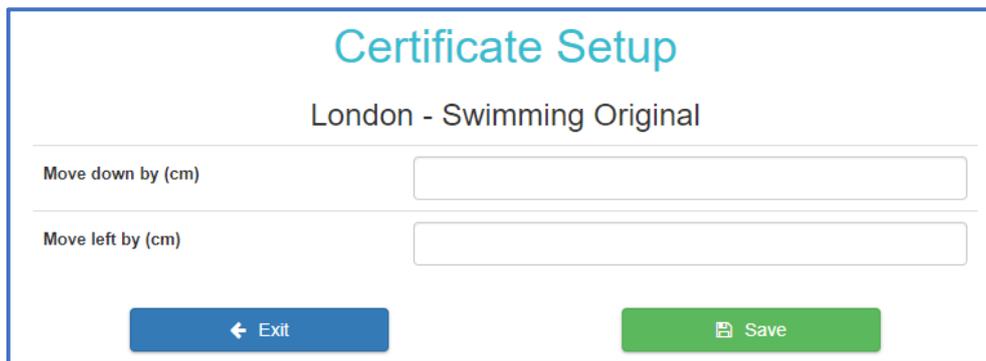


## Certificate Nudging

Once you have created the PDF file of your certificates, it is best to first print it onto a piece of plain white paper. As mentioned in previous documents, you can hold the white paper over a certificate in front of a window or bright light. This will reveal how the text will line up with the certificate without wasting one if it is incorrectly formatted.

This document will explain how to adjust the way text prints on a certificate if it doesn't match the text boxes on the certificate. The text can be nudged slightly in four different directions, you can do this by going to **Certificates** on the Main Menu, and then pressing **Image Nudge**.



The screenshot shows a web interface titled "Certificate Setup" for "London - Swimming Original". It features two input fields: "Move down by (cm)" and "Move left by (cm)". Below these fields are two buttons: a blue "Exit" button with a left arrow and a green "Save" button with a floppy disk icon.

The Image nudge feature is a global setting, so this will edit all your certificates across all your locations at once.

The values entered need to be in centimetres.

To move the image, simply enter the value you wish into the boxes. To move up, simply enter a minus value in the Move down box and to move right, simply enter a minus value in the Move left box.

Once you have entered your values, press the Save button.

You will then need to re-print the new format onto a white piece of paper and check that the image nudge has corrected the issues by holding it over a certificate as you did before.

You can repeat this process as many times as you need to ensure the text will be printed onto the certificate perfectly.

\*Note the pre-selected governing bodies have their alignment already preselected on SwimSoft Online. Therefore you shouldn't need to adjust the text unless you are using your own scheme of work.