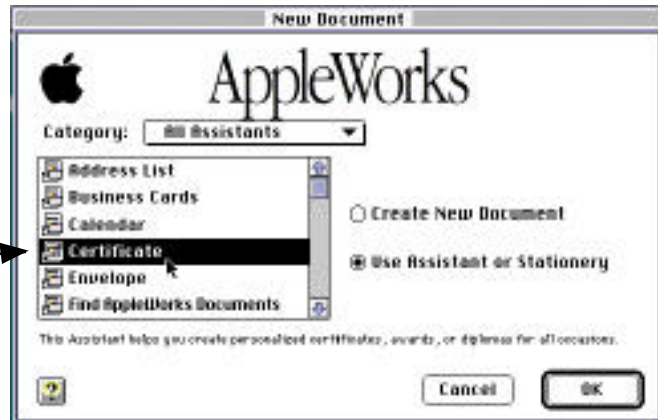


Tech Tip: Making Certificates

Great looking certificates can be easily created using AppleWorks (or ClarisWorks) on your computer. Power-users can create a class set of certificates in one fell swoop using a classroom database and a certificate template with “mail merge”.

1. Open AppleWorks.
2. Click on “Use Assistant or Stationery.”
3. Choose the Certificate assistant.
4. AppleWorks will open an “assistant” which will guide you through the certificate process.
5. Select a title for the certificate or make your own title. You can change and customize the certificate later too!
6. Enter the name of the person receiving the award, and make any changes you’d like to make to the title (I added “technology” in this example)
7. Enter your name and title. Add other signers to the certificate as needed.
8. Select the border of your certificate from the choices.
9. Click next and you are done!
10. Print out the certificate.



- Once you’ve created one certificate you can just change the name on the certificate to another name as needed.
- Don’t like the font? Change it. In this example I changed the name’s font and size.
- You can add clip art to the finished certificate too!
- Make certificates with “mail merges” to print out entire class!

