Instructions for using your Blank Border Template

Filling-in your JSSCo Blank Border Paper is easy. We've created these certificate templates to fit the layouts of all your favorite borders. Just open the Word template, enter the appropriate text (like name, award title, and date) and print. It's that simple!

1) Find the template that corresponds to the blank border you ordered.

2) Open the attached template for your award and save to your computer. (Be sure to save to a location you can easily find. You might want to create a new folder on your desktop named "Blank Border Templates.")

3) Click with your cursor to highlight the text you want to replace and enter your own text.

4) Load your paper into the printer and print onto your awards. The margins, alignment, and paper orientation are predetermined by the template. (You may need to refer to your printer's manual for instructions on how to properly load the paper.) The shaded areas in the template will not print – only the text that is entered. Always print a test page on blank paper to be sure the paper is loaded properly. You can hold it up to one of your borders to check that everything fits.

5) If you experience any problems or change the template spacing, etc. you can always open a new template and start from the beginning.

That's all there is to it! Now you can personalize your awards quickly and easily.

Template Tips:

To change the Typestyle...

- If you want to change the typestyle and font size you first have to unlock the template, see *Unlock Instructions shown below*. Then simply highlight the text and select your new font and size. Remember that anytime you make changes to the font or size you may alter the spacing on the entire document. (See alignment instructions for correcting this issue.)

For Alignment issues...

- To adjust the spacing of the text fields you will need to adjust the blank space in between the text fields. Place your cursor between the text fields and adjust the font size. This will move the field below the cursor up or down depending if you increase or decrease the font size. Remember that any adjustments you make affect the text fields below the point of adjustment, so you may need to adjust the blank spacing in more than one place.

- For example if the Awarded For line is too low and the Day/Month/Year line is in the correct position, you would place your cursor in the blank space above the Awarded For line and reduce the font size, this will move the Awarded For line up. Then place the cursor in the blank space below the Awarded For line and increase the font size the same amount you decreased, this would move the Day/Month/Year line back to its original position.

To Unlock the Template (PC and MAC):

- *Microsoft Office 2003* Press the "Protect Form" button on the Forms toolbar to toggle between locked and unlocked mode. (If you do not see the Forms toolbar, select the **View** menu, point to **Toolbars**, and select **Forms**.) You must lock the template again to begin filling-in the fields.

- ***Microsoft Office 2007 (Vista)*** Click on **Review** in the top left corner of the banner. Click on **Protect Document** to open an additional menu and select **Stop Protection** to unlock and make any necessary changes. Repeat these steps to restore document protection and lock the template back to begin filling-in the fields.

- ***Microsoft Office 2010*** Click on the **Developer Tab**, if the **Developer Tab** is not showing then Click on **File**, go to **Options**, Click on **Customize Ribbon**, under **Main Tabs** at the right side of your screen check the box for **Developer**, **Click OK**. The **Developer Tab** should now be showing. Under the **Developer Tab**, Click **Restrict Editing**, and then at the bottom right Click **Stop Protection** to unlock and make any necessary changes. To lock the template check the box under **2.Editing Restrictions** to the right side of your screen, then in the drop down menu select **Filling in Forms**, then Click **Yes, Start Enforcing Protection**. Your template is now locked.

- ***On a Mac in Microsoft Word*** First go to the **"tools"** menu in the top bar and select **"unprotect document."** Then you can select all of the text and change the font.

Need Help?

Email artwork@jonesawards.com with the blank border number and issue.