

## How to change +Custom Attendee Certificate

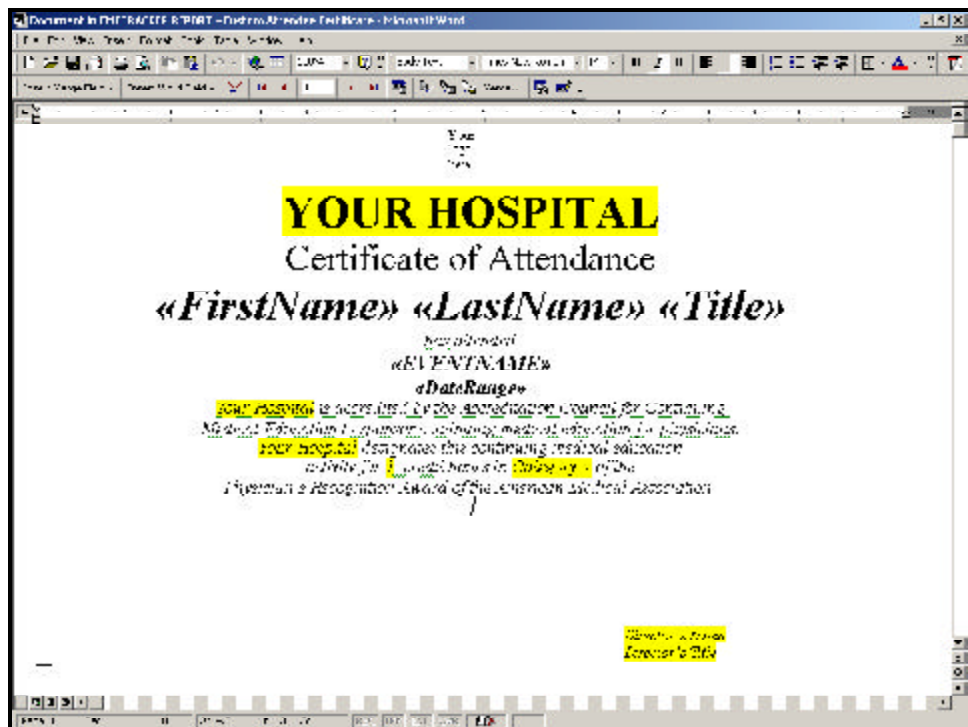
Adding fields, deleting fields, adding graphics, placing borders and signatures

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You are ready to print certificates for your attendees and wish to customize the +Custom Attendee Certificate.

### To add or delete information on your certificate:

From the **Register Report Listing** screen, highlight "+Custom Attendee Certificate" and press the button for your word processing program (**MS Word**). It will take you to a merge document with a typical selection of merge fields inserted for you.

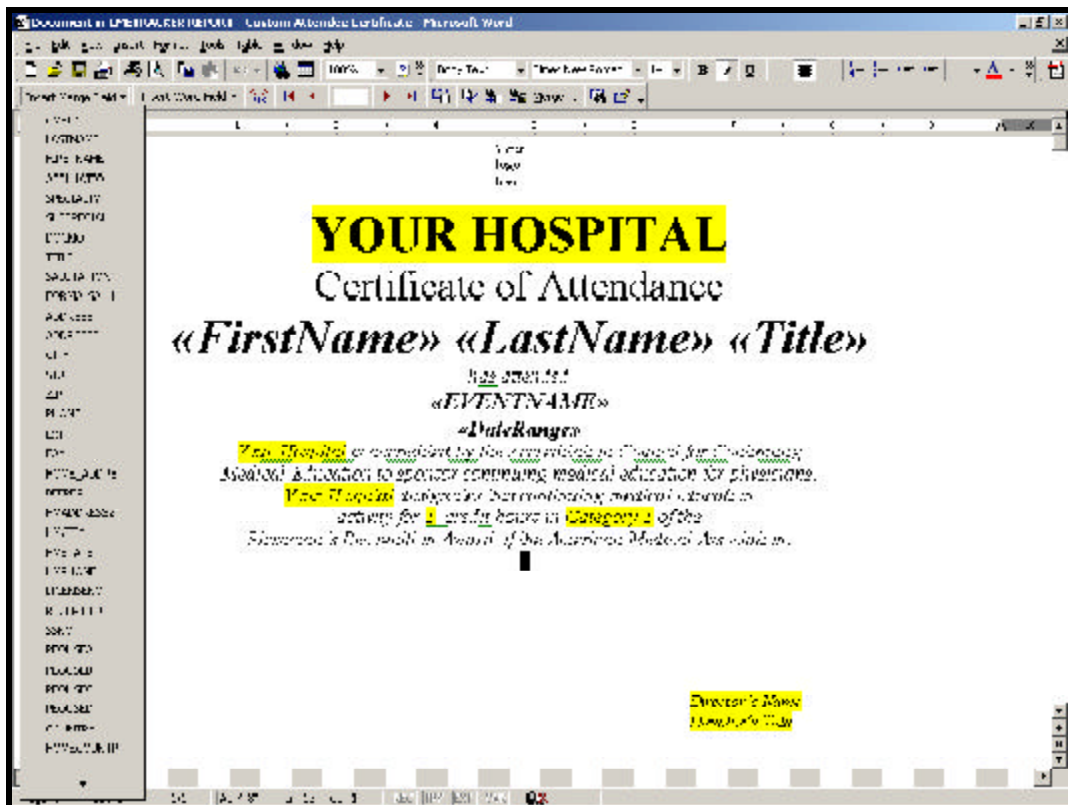


## "Customizing Certificates" (continued)

### Adding information:

Click on the location to insert the additional field.

Press **Insert Merge Field** to drop down the list of data fields available from the CME Tracker. Click on the desired field to place it in your certificate.

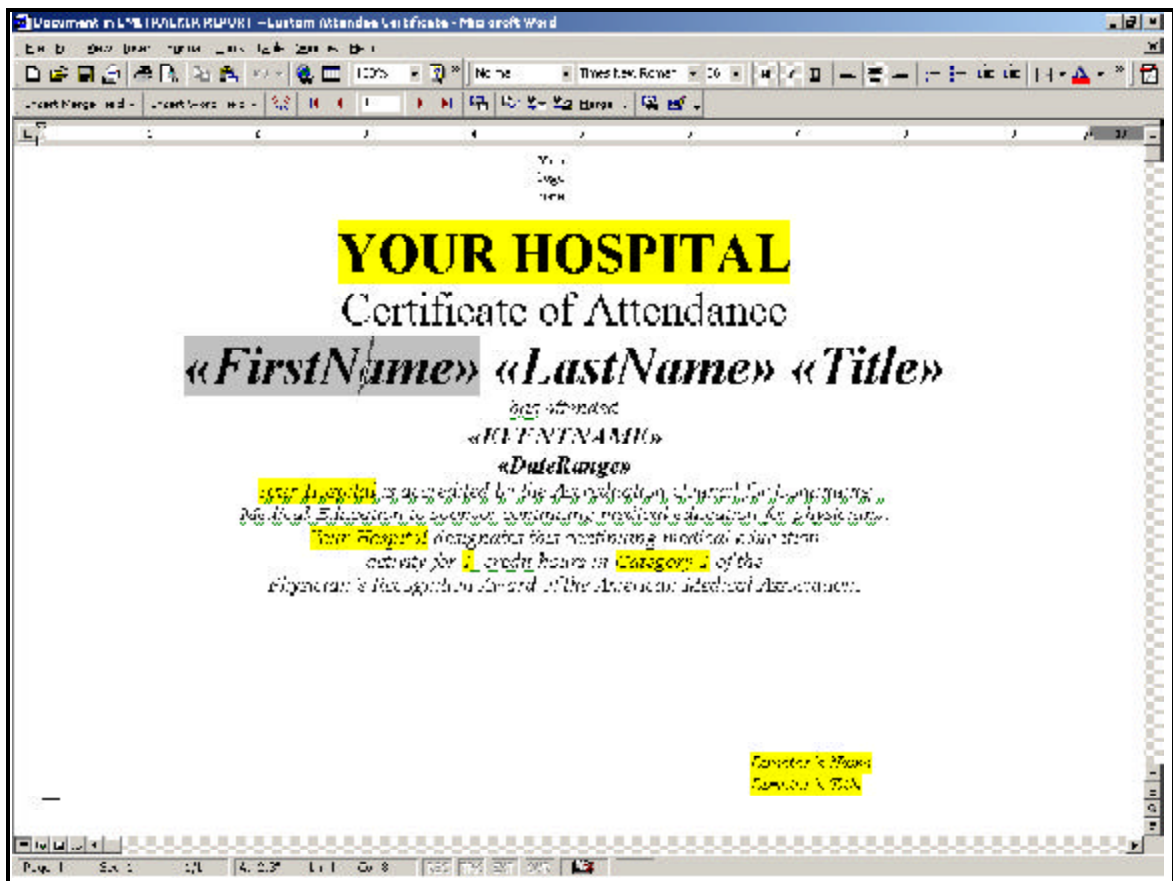


You may then place additional fields where you want by repeating the process.

## "Customizing Certificates" (continued)

### Deleting information:

Highlight the field to be deleted by clicking on it. The selected field turns gray (like "First Name" below.) Press the **Delete** key.

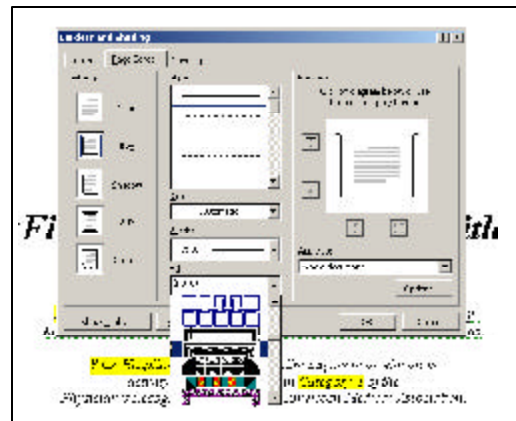
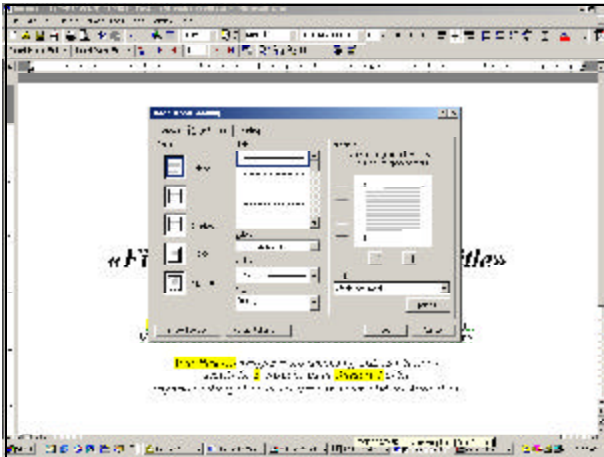


To change text, simply highlight the text and delete it. Then type the text you prefer.

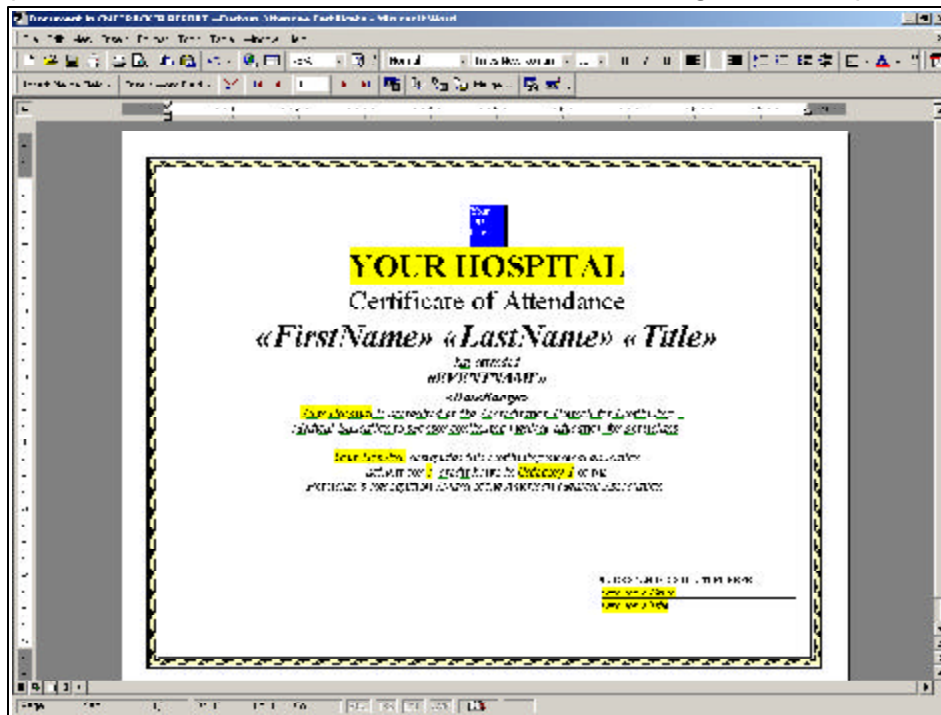
# "Customizing Certificates" (continued)

To add a Border to the Certificate:

Click Format...Borders and Shading. Click on the PAGE BORDER tab. Click "Box" on the left, then choose the "Style" of your border. You can choose a simple line style, or drop down the "Art" drop down to select an artistic border.



Select a border, click OK and your certificate will be displayed with a border. It may be helpful to view the document at less than 100% to get the full picture.



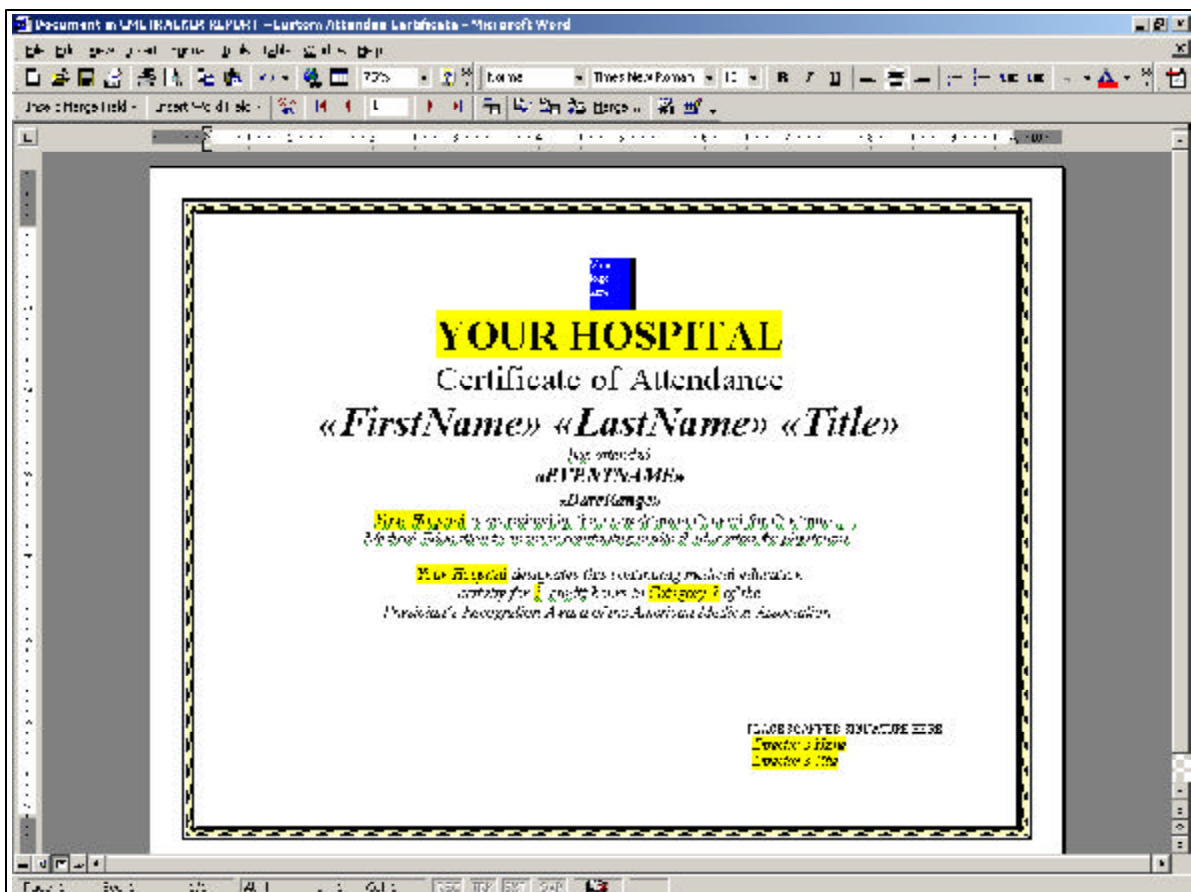
If your border is not centered properly, go back to the Format...Borders and Shading, click on Page Border and OPTIONS. Under "Measure from", select "Text".

## "Customizing Certificates" (continued)

### To place Logos, graphics and signatures:

Click in the document where you'd like your logo to appear. From the INSERT menu, select PICTURE...From File... and locate your logo file. Browse to the location and click twice on the file.

Add a signature the same way! Scan in a signature and save it. Then, click in the document where you'd like your signature to appear. From the INSERT menu, select PICTURE...From File... and locate your signature file. Browse to the location and click twice on the file.



Once complete, click on File...Exit and when back in the CME Tracker, you will answer YES to the question if you want to SAVE THE CHANGES MADE OUTSIDE CME TRACKER. From this point, you will access your new report when selecting "+Custom Attendee Certificate".