

Wallet-Size Certificates

<p>This is to certify that</p> <p><i>Jane Q Parent</i></p> <p>has successfully completed ## hours in Upgrading for Parents with Pre-schoolers</p> <p>(your signature) _____ (date) _____</p>
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Your participants may appreciate a small wallet-size certificate instead of a full-page one. You will need a package of business card sheets, for example Avery Standard, perforated, 10 per sheet. You can make the certificates yourself in Microsoft Word and personalize them with the person's name, the length of time they attended, your signature and the date. The name of your program could be printed on the other side. Here's how:

1. Open a new Microsoft Word file. Point to **Tools**.
2. Click **Envelopes and Labels**.
3. Click the **Labels** tab, then click **Options**.
4. Scroll down the list in the **Product number** box and choose **Business Card**.
5. Make sure that Avery Standard appears in the **Label product** box.
6. Click **OK**.
7. Now key the text (see example above) into the **Address** box. Use the name and hours of just one person at this point.
8. When you've got it all in, you can format words by selecting them and right clicking.
9. Don't print yet. Instead, click **New Document**.
10. Save the page of certificates to your computer or disk.
11. You'll have 10 per page, but they will all be identical at this point. Now adjust the names and number of hours of the other nine certificates. Copy the page as many times as needed to make certificates for all the participants.
12. Load the business card sheets into the printer and print.