SPRINGBOARD™

Commodore

Certificate
Maker™

Certificate
of
Completion

This award is presented to
Patricia Hanson
For completing the Atwood Sales Training Course

Rosanne T. Lanford
Rosanne T. Lanford - President

November 25, 1986

FISHING
AWARD

Fred Wilson

is awarded the 1986 Lake Whitefish
Fishing Contest award for:
Bringing in the most unusual catch.
Keep up the good work Fred.

Samuel T. Paulson
Samuel T. Paulson - Chairman

July 4, 1986

MATHEMATICS
AWARD

Lewis W Madison

is presented this award in recognition of
outstanding achievement in mathematics
specifically for a superior understanding
of the addition and multiplication tables

September 16, 1986

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Credits:

The Springboard Product Development Team is led by Mark Dunn, Vice President of Product Development.

Our programmers are Sean Callahan, Jon Clauson, Robert Eyestone, Scott McSpadden, and Robert Mueffelmann.

Our artists are Robert Cavey, Karen Christiansen, and Jerry Cratsenberg.

This manual was produced by the Springboard Marketing team. Our writer is John Hickman.

SYSTEM REQUIREMENTS

To run Certificate Maker you need a Commodore 64 or 128 computer including:

64K memory
One disk drive
A dot-matrix printer

Optional equipment includes:

A second disk drive

Warning

DO NOT COPY THE MASTER PROGRAM DISK OR THE CERTIFICATE DISK. These disks are copy protected. Attempting to copy these disks could damage them. Backup disks are available directly from Springboard Software; see the Backup Order form included in this package.

HOW TO USE THIS MANUAL

This manual is organized into four chapters:

The **Introduction** provides an overview of the program and explains the uses of various keys on the keyboard.

Getting Started explains how to install and start the program on your computer.

Make Certificate takes you step by step through the process of creating and printing a certificate.

Name File shows you how to create lists of names that can be merged into your certificates.

As you read the instructions in this manual, there are three conventions to keep in mind:

The names of keys on the keyboard, such as RETURN, are shown in SMALL CAPITAL LETTERS.

When there are instructions to **Select** an option, that means you should move the cursor to that option, then press the RETURN key.

When there are instructions to **Enter** something from the keyboard, that means you should type the appropriate text, then press the RETURN key.

INTRODUCTION

What is Certificate Maker?

Certificate Maker is an easy-to-use program that enables you to create attractive, personalized awards. Even if you have never used a computer, with Certificate Maker you can make a certificate in only a few minutes—on your first try!

Certificates have always represented a meaningful way to recognize and encourage all kinds of achievements. In the past, however, it has been time-consuming and expensive to purchase or create personalized awards. Now, with Certificate Maker, you can provide specific, immediate, and tangible praise for any occasion. Certificate Maker helps you announce a promotion, recognize the attainment of a goal, give thanks for extra effort, or even poke fun at a dubious achievement.

There are dozens of uses for Certificate Maker: Teachers can reward students for excellence in the classroom.... Parents can acknowledge admirable behavior in their children.... Club leaders can recognize the extra efforts of volunteer workers.... Bosses can bestow honors for excellence to their employees....

How does it work?

Certificate Maker does the hard part for you: It provides more than 200 professionally designed, partially-completed certificates, called templates. Some templates are intended for specific occasions such as academic achievement, sporting triumphs and so on; these include a title and appropriate artwork. Other templates are multi-purpose; they have no artwork and only a partial title like *Certificate of....*

To make a certificate, all you have to do is select the template you want (illustrations of all the templates appear in the Certificate Catalog at the back of this book), choose a border and type style, and fill in the blanks with the recipient's name and achievement. As a finishing touch, you can add one of the 36 seals and stickers that come with Certificate Maker.

For those occasions when you want to present personalized certificates to several people, Certificate Maker has a special feature that lets you insert the names of your choice into otherwise identical certificates.

The information you enter is added to a template when you print the certificate. The templates themselves remain intact and can be used over and over.

Title

Illustration

Border

Body text area

Date line

Signature line

MOST
VALUABLE
MEMBER

Date

Signature

Vertical

BACK SEAT
DRIVER AWARD

Horizontal

EMPLOYEE OF THE
YEAR

Small

BEST MOM
AWARD

Best
MOM
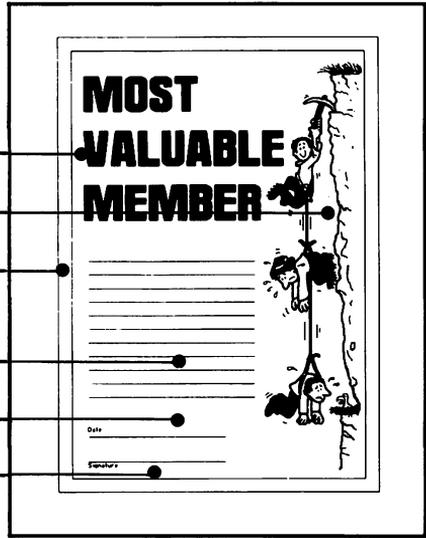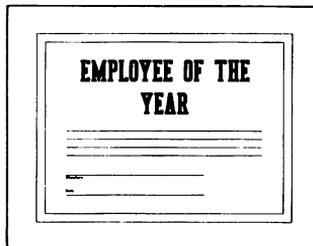
The elements of a certificate

As you can see on the illustration on the opposite page, there are six parts to the certificate templates provided by Certificate Maker:

Title: Some templates include a complete title such as *Mathematics Award* or *Most Valuable Member*, while other templates provide a partial title like *Certificate of...*, or a completely blank title area.

Illustration: Many templates include a picture to spice up the certificate and add that professional, or humorous, touch.

Border: There are 24 designs to choose from. Samples of each border appear on a special Border menu on the screen, and at the back of this book.

Body text: Every template provides space where you can type in specific information about an award. Most templates also include a line for the date and your signature. Certificate Maker has five font styles and two font sizes from which you may choose.

Date line: A spot where you can enter the date (or any other text, for that matter).

Signature line: A pre-drawn line on the template. The text you specify for this area will appear below the line on the printed certificate.

Personalized certificates

Certificate Maker has a special feature that enables you to put different names on several copies of the same certificate. Entering the special code *name* in any of the text areas instructs the program to print the same certificate several times, with a different name on each copy.

A separate procedure allows you to create lists containing the names of the people in your office, classroom, or organization. Just before you print a certificate on which you have entered the *name* wildcard, the program lets you specify the names you want to use.

Certificate sizes

Each certificate comes in one of three predetermined sizes. Vertical and horizontal certificates take up a full 8½" x 11" page; small certificates are a half page in size.

Using the keyboard

The following table shows the keys used in Certificate Maker.

Function	Key	Description
Select	RETURN	Use RETURN to select an item from a menu or a list of options.
		When entering text, use RETURN to end one line and begin the next.
Go back to the previous screen	FI	Use the FI function key to cancel your work on one screen and return to the previous screen.
		When entering text, use FI to delete the text on the current line and move the cursor back to the previous line.
Return to the Main Menu	CTRL-R	Use CTRL-R (hold down CTRL and press R simultaneously) at any time to cancel your work and return to the Main Menu. From there, you can start over or exit from Certificate Maker.
Move the cursor	⇄ ↑↓	Use the CRSR keys to move the cursor up and down, right and left.
Make typing corrections	BACKARROW DEL ←	Use any of these three keys to back up and erase one character at a time. You must delete all characters that come after the point of your mistake.

GETTING STARTED

Before you begin:

If you plan to use the *name* wildcard feature, initialize a floppy disk for *name* file storage.

Name files must be stored on a separate floppy disk. They cannot be kept on the Master Program disk or the Certificates disk. A single floppy disk can hold all your *name* files.

Starting Certificate Maker:

1. Turn on the monitor and disk drive(s).

   If you have a dual disk drive system, both drives are identified as device 8, and you must change the device number of your second drive to 9. You will use the Master Program disk in device 8 and the Certificates disk and your data disk in device 9. See your drive manual for instructions on changing the device number.

2. Insert the Master Program Disk (Disk 1, Side 1) into the drive and wait for the Ready prompt to appear.

   If you have a C-128:

   Enter **GO64** to enter the C-64 mode. When the computer asks "Are you sure?" enter **Y** and wait for the Ready prompt.

3. Enter **LOAD"*",8,1**

   This loads and starts Certificate Maker.

Exiting from Certificate Maker:

1. Return to the Main Menu by pressing CTRL-R.

2. Select the Exit option (if you want to run another software application), or turn off your computer.

MAKE CERTIFICATE

This chapter describes how to create and print out a certificate. At the top of each page, the entry screen is numbered in the order in which you will use it; for example, the **Main Menu** is Screen 1. The screen numbers enclosed in parentheses, such as Screen (4), appear only for some certificates. Follow this flow chart for quick reference.

1

Certificate Maker

→ ***Name* File:** Go to *Name* File creation on page 21.

→ **Make Certificate:** Go to Screen 2.

→ **Exit:** Quit the program.

2

Enter template number ...

Press F1 to go back.

3

Select border ...

NEW DISK
MORE BORDERS
NO BORDERS
SINGLE LINE
DOUBLE LINE
TRIPLE LINE
ARABIAN
MAZE
SPIRAL
LEGAL
ART NOUVEAU

Press F1 to go back.

(4)

Select title font style ...

NEW DISK
SERIF
SANS SERIF
SCRIPT
GOTHIC
ART DECO

Sample of font: **Springboard**

Press F1 to go back.

If title area is blank

6 If complete title appears on template - - - →

(5)
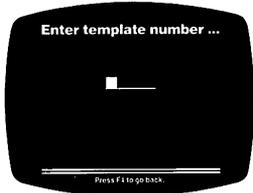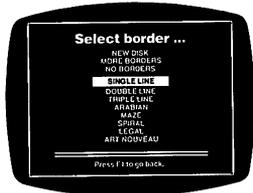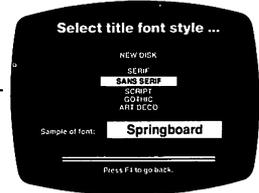
If there is a partial title

Select body font style ...

NEW DISK
SERIF
SANS SERIF
SCRIPT
GOTHIC
ART DECO

Sample of font: **Springboard**

Press F1 to go back.

Enter title text ...

Press Control-S to change font size.
Press F1 to go back.

Continued on next page.

6/Make Certificate

7

Enter body text ...

Press Control-S to change font size.
Press F1 to go back.

8

Enter date line ...

Press F1 to go back.

9

Enter signature line ...

Press F1 to go back.

(10) If *name* in any text area.

Select *name* file to use ...

NEW DISK

FILE1
FILE2
FILE3
FILE4

Press F1 to go back.

12

PRINT MENU

Current Setup:
Epson MX80
Cardco C ? - G

Print Certificate
Print Test
Main Menu
Change Setup

Press F1 to go back.

(11) If *name* in any text area.

Select name(s) to print ...

PROCEED TO PRINT
SELECT ALL NAMES

Sara Albertson
Tommy Burton
Lisa Carlton
Helen Davis
Pete Evens
Greg Fielding
Mary Georges
Willy Hall

Press F1 to go back.

1 Main Menu

Select **Make Certificate** if you want to create a certificate.

Select ***Name* File** if you want to create or edit a list of names. A *name* file list can be merged into a certificate to produce several personalized copies of the same certificate. The program goes to Screen A, Select *name* file option (page 23).

Note: This option is used to add or delete names from a *name* file, not to select the names to be printed on any given certificate. Actual name selection is done in the Make Certificate procedure.

Select **Exit Program** to leave Certificate Maker and return to the system.

No matter where you are in Certificate Maker, you can press CTRL-R to Return to this menu.

2 Enter template number

Enter template number ...

Press F1 to go back.
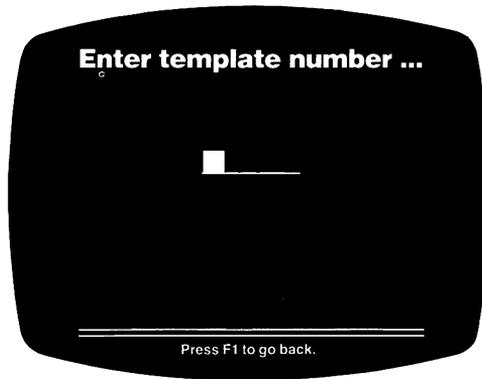
Enter the number of the certificate template you want to create.

Templates 1-39 are on disk 1, side B.
Templates 40-127 are on disk 2, side A.
Templates 128-220 are on disk 2, side B.

Illustrations of the certificates and their corresponding numbers appear in the Certificate Catalog at the back of this book.

3 Select border

Select border ...

NEW DISK
MORE BORDERS
NO BORDERS

SINGLE LINE

DOUBLE LINE
TRIPLE LINE
ARABIAN
MAZE
SPIRAL
LEGAL
ART NOUVEAU

Press F1 to go back.

Select the border for the certificate.

A border is a design that goes around the edge of a certificate. There are 24 borders from which you may choose; the screen shows 8 border names at a time. As you move the cursor through the list of names, the borders are displayed on the screen. When you see the border you want, select it.

Samples of the borders also appear in the Certificate Catalog at the back of this book.

Select **More Borders** to see the different borders.

Select **No Border** to make a certificate with no border.

Select **New Disk** to access the borders on Certificate Library Volume 1. Certificate Library Volume 1 is a separate product that contains 24 new borders, more than 100 new certificates, and six dozen stickers.

(4) Select title font style

Select title font style ...

NEW DISK

SERIF
SANS SERIF
SCRIPT
GOTHIC
ART DECO

Sample of font: **Springboard**

Press F1 to go back.
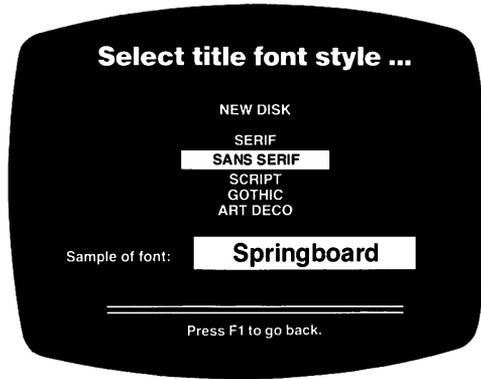
Select the font style you want for the certificate title.

This screen appears only if the certificate has space for you to enter a title *and* if that area is completely blank. (Examples: Certificates 218 and 219.)

If there is space for you to enter a title, but the title area already has some text, such as *Certificate of...* or *The World's Best...*, then the title font style is chosen by the program to match the text already in place.

As you scroll through the list of five font names, you can see a sample of each font at the bottom of the screen. The fonts are:

This is SERIF.
This is SANS SERIF.
This is SCRIPT.
This is GOTHIC.
This is ART DECO.

The font style appears only on the printed certificate, not on the screen while you are entering the title.

The **New Disk** option is reserved for future additions to Certificate Maker.

(5) Enter title

Enter title text ...

Press Control-S to change font size.
Press F1 to go back.
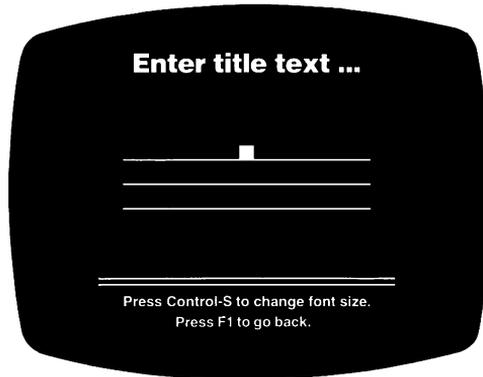
Enter a title for your certificate.

This screen appears only for those certificates that have space set aside for you to enter a title.

You may press CTRL-S to toggle the **font size** between small and medium. The cursor will change size to show the selected size. If you enter some text on a line and then press CTRL-S, the size of the text on that line will change. All the text on any given line must be the same size, but you can change the size from one line to the next.

The **number of lines on the screen** indicates how many lines of text you may enter for the title. The number may change depending on the font size you select. These lines do not appear on the printed certificate.

As you type, the **title is centered** on each line.

Note for **multiple-line titles**: While word wrap does work, you may also press RETURN to move the cursor from one line to the next.

Pressing RETURN on the last line **ends the title entry**.

6 Select body font style

Select body font style ...

NEW DISK

SERIF
SANS SERIF
SCRIPT
GOTHIC
ART DECO

Sample of font: **Springboard**

Press F1 to go back.
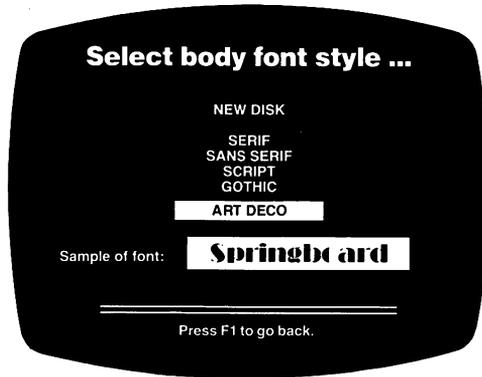
Select the font style you want for the body of the certificate. As you scroll through the list of font names, you can see a sample of each font at the bottom of the screen. The fonts are:

This is SERIF.
This is SANS SERIF.
This is SCRIPT.
This is GOTHIC.
This is ART DECO.

The font you choose for the body text will also be used for the date text (Screen 8).

You may choose any of the five fonts, regardless of the font used for the certificate title. Usually, a certificate looks best when you use the same font for both the title and the body text.

The **New Disk** option is reserved for future additions to Certificate Maker.

7 Enter body text
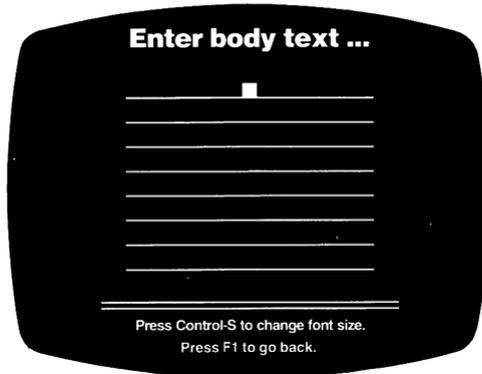
Enter the text you want to appear in the body of the certificate.

There are two **font sizes** available for the text. Pressing CTRL-S toggles the font size between medium and small; the cursor will change size accordingly. All the text on a given line must be the same size, but you may change font size from one line to the next. If you enter some text on a line and then press CTRL-S, the size of the text on that line will change.

While **word wrap** does work, you may also press RETURN to move the cursor from line to line.

The **number of lines on the screen** indicates how many lines of text you may enter. The number may change depending on the font size you select. These lines do not appear on the printed certificate.

The **text is centered** on each line.

To make **typing corrections** use the BACKARROW, DEL, or ← key as explained in the Introduction to this manual.

Pressing RETURN on the last line **ends the text entry**.

To personalize several copies of the certificate:

Type ***name*** all by itself on the line where you want each name to appear. Don't put any other text on the line that has the *name* wildcard. Just before you print the certificate, the program will ask you what *name* file and which names from that file that you want to use. See Screens A-E for instructions on creating a *name* file.

8 Enter date line
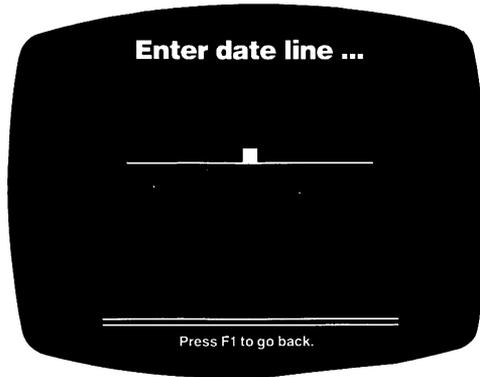
Enter the text you want to appear in the date area of the certificate.

Entering a date is optional. You may decide to leave the date area blank, or you may enter some other text. The line and the word "date" that you see on the template do not appear on the printed certificate.

Because of the amount of space available, not all certificates have enough room to spell out an entire date such as "September 23, 1987." The amount of space allowed for the date is indicated by the length of the line on the screen.

The font style for date text is the same as what you chose for the body text on Screen 7. The font size is small and cannot be changed.

If you want the date to be underlined, you can make a line with the underline character on your keyboard, then write in the date by hand on the printed certificate.

Date text examples:

January 1, 1999
7/18/89

—————————————
name
Whatever you want...

9 Enter signature line
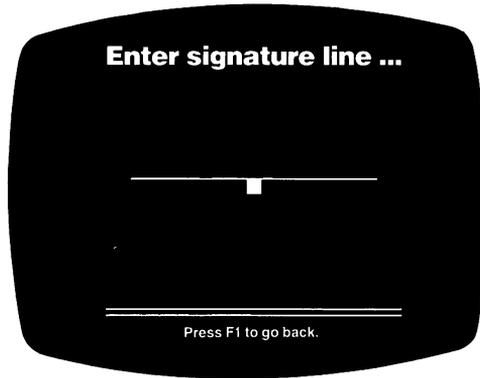
Enter the signature text you want to appear on the certificate.

All certificates include a pre-drawn line on which you can sign your name; the length of the line cannot be changed. The word "signature" beneath the signature line is replaced on the printed certificate by what you enter on this screen.

Signature text is centered beneath the signature line. If you want to move the text to the left, use SPACE to enter some spaces at the end of your name.

There is only one font for signature text. It is a special font that appears only in the signature area.

(10) Select *name* file

```
Select *name* file to use ...

        ┌─────────────┐
        │  NEW DISK   │
        └─────────────┘
           FILE1
           FILE2
           FILE3
           FILE4


        ═════════════════════
         Press F1 to go back.
```

This screen appears only if the body text you entered in Screen 7 has the ***name*** wildcard. See Screen 7 for instructions on entering the *name* wildcard, and see Screens A-E for instructions on creating and editing a *name* file.

Select the *name* file from which you wish to draw names to be printed on several copies of the certificate.

If you have not done so already, the program will ask you to insert a *name* file disk into the appropriate disk drive.

Select **New Disk** if the *name* file you want is on a different disk.

(11) Select names

Select name(s) to print ...

```
PROCEED TO PRINT
SELECT ALL NAMES

Sara Albertson
Tommy Burton
Lisa Carlton
Helen Davis
Pete Evens
Greg Fielding
Mary Georges
Willy Hall
```

Press F1 to go back.
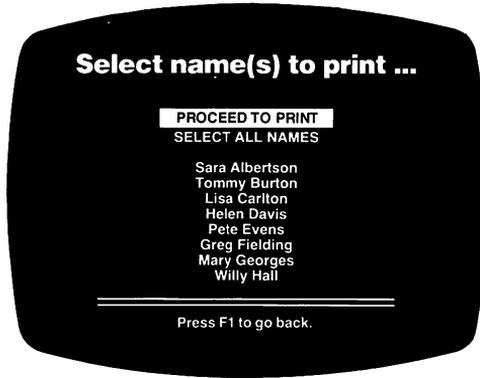
Select **Select all names** if you want to print a certificate for every name in the file. An asterisk will appear to the left of each name.

Select this option also if you want to select most but not all names from the list. Then move the cursor to the names you *don't* want and press RETURN to un-select those names. (The names will not be permanently deleted from the list.)

Select **individual names** if you want to print certificates for only a few of the names in the file. An asterisk will appear next to each name you select.

To cancel a name accidentally selected, move the cursor to the name and press RETURN.

Select **Proceed to Print** when you are done selecting names.

12 Print certificate

PRINT MENU

Current Setup:
Epson MX80
Cardco C/? + G

| Print Certificate |
| Print Test |
| Main Menu |
| Change Setup |

Press F1 to go back.
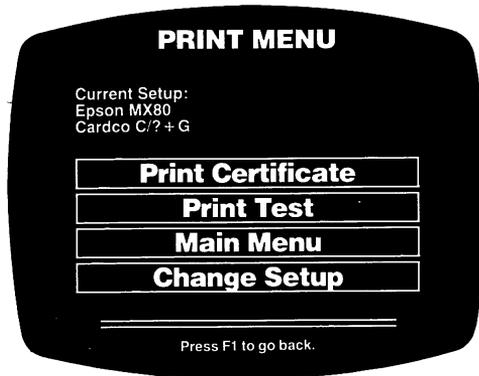
Select **Print certificate** if the printer name displayed is the name of your printer, *and* if you are sure that the paper is adjusted properly in the printer.

Until you become familiar with how to align the paper for the various certificate formats, it is a good idea to select the Print Test option (described on the following page) before printing a certificate.

The format of the certificate (horizontal, vertical, or small) is as shown in the Certificate Catalog and cannot be changed.

If you are using a color printer that is supported by Certificate Maker, the program will display two menus, one for a border color, and one for text and graphics color.

If your text has a ***name*** wildcard, the program will print one certificate for each name you specified on Screen 11. If the *name* certificates are horizontal or vertical, the program will advance the printer to the top-of-form after each certificate is printed. If the *name* certificates are the small format, the program will print them two to a page.

Note: The program will print about one-third of the certificate at a time, then pause for a few moments before continuing. Don't worry when your printer stops before printing the entire certificate.

When the printing is done, the program returns to the Print Menu. This gives you a chance to print the certificate again.

Select **Print Test** if you want to find out where on the paper the certificate will print. The program will print a four-corner test pattern of the certificate; this saves you from printing the entire certificate when you are not sure if the paper is aligned properly. This option is particularly recommended the very first time you use Certificate Maker and on all occasions when you are printing several *name* certificates.

Print Test is also helpful when you want to make sure that you have selected the right printer in the Change Setup procedure.

Select **Main Menu** if you want to start over or quit Certificate Maker. The information you have entered in Screens 2-11 will be lost.

Select **Change Setup** if the printer setup displayed does not describe your printer. The program will display an alphabetical list of all the printers that can be used with Certificate Maker.

Scroll through the list until you find your printer, then select it. The program may have you respond to one or more questions regarding the specific configuration of your printer.

You will have to do the Change Setup procedure only the first time you print a certificate (and again if you ever use Certificate Maker with a different printer). Once you have specified your type of printer, the program remembers it.

Printer tips

If the printer skips lines while printing a certificate, turn off the automatic linefeed setting on your printer. See your printer manual for instructions. (Note: Some of the Change Setup procedures allow you to turn off linefeed without physically adjusting your printer.)

If the printer doesn't work, turn it off and back on again, then go through the Change Setup procedure. If that doesn't help, compare your DIP switch settings to those recommended in your printer manual.

If the printer skips lines when printing several *name* certificates, turn the printer off and on, before and after printing.

If you cancel a print job in progress, be sure to align your paper at the top-of-form before printing again.

NAME FILE

This chapter explains how to create a new *name* file and how to edit an existing *name* file. At the top of each page, the entry screen is lettered in the order is which you will use it. Follow these flow charts for quick reference.

Create new *name* file

1

Select: *Name* File

A

Select: Create new *name* file

B

C

Edit existing *name* file

1

➤ **Select:** *Name* File

A

Select option ...

Create new *name* file
Edit existing *name* file

Press F1 to go back.

➤ **Select:** Edit existing *name* file

10

Select *name* file to use ...

NEW DISK

FILE1
FILE2
FILE3
FILE4

Press F1 to go back.

E

Enter name to be added ...

Press RETURN on blank line to quit.
Press F1 to go back.

D

Edit *name* list ...

SAVE EDITED LIST
ADD NEW NAME

Sara Albertson
Tommy Burton
Lisa Carlton
Helen Davis
Pete Evans
Greg Fielding
Mary Georges
Willy Hall

Press F1 to go back.

C

Save *name* list as ...

Press F1 to go back.

A Select *name* file option

Select option ...

```
Create new *name* file
Edit existing *name* file
```

Press F1 to go back.

This is the first screen you see when you select the *Name* File option from the Main Menu.

Select **Create new *name* file** if you want to make a new list of names. The program goes to Screen B, Enter Names.

Select **Edit existing *name* file** if you want to make additions, corrections, or deletions to an existing file. The program goes to the **Select *name* file** screen, as shown below.

Select *name* file to use ...

```
NEW DISK

FILE1
FILE2
FILE3
FILE4
```

Press F1 to go back.

Select the *name* file you want to edit.

If you have not done so already, the program will ask you to insert a *name* file disk into the appropriate disk drive.

The program goes to Screen D, Edit *name* file.

Change the disk in the disk drive, then Select **New Disk** if the *name* file you want is on a different disk.

B Enter names

```
         Enter name #1



              ▄
    _____█_____



    Press RETURN on blank line to quit.
           Press F1 to go back.
```
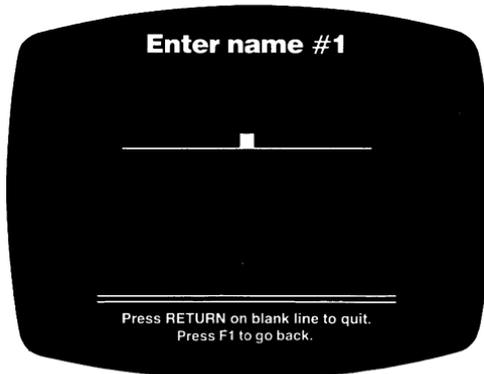
Enter each name that you want to appear in the file. Each file may contain up to 75 names. As you enter names, the number at the top of the screen indicates how many names are in the file.

Each name in the list can be up to 25 characters long. Within that limit, each name may contain as many words as you like. Enter each name as you want it to appear on the certificate (e.g., *Mary Smith* not *Smith, Mary*).

Make sure the name is correct before you press RETURN. Once you press RETURN, the only way to correct a name is through the **Edit existing *name* file** procedure (Screen D). To make corrections use the BACKARROW, DEL, or ← key as described in the Introduction.

The order in which you enter names is not important. When you save a *name* file, the program automatically alphabetizes the list by the last word you enter.

When you are done entering names, press RETURN when the entry line is blank.

C Save *name* list

Save *name* list as ...

Press F1 to go back.

Enter a name for the *name* file. Choose a name that will help you remember the contents of the file.

Name files have filename prefixes, but the prefixes are assigned by the program automatically. You cannot include a filename prefix when naming a *name* file. The prefix assigned by the program is CMN (CMN.filename). The only time you will need to use the filename prefix is when you are copying or deleting a file using your computer's disk operating system.

Name files must be saved on a data disk. Never save a *name* file on the Certificate Maker Master Program or Certificate disk. If you have more than one disk drive, the program displays a message reminding you which drive to use.

For more information on disks, filenames, and filename prefixes, see your disk operating manual.

When the file has been saved, the program returns to Screen 1, the **Main Menu**.

D Edit *name* list

Edit *name* list ...

SAVE EDITED LIST
ADD NEW NAME

Sara Albertson
Tommy Burton
Lisa Carlton
Helen Davis
Pete Evens
Greg Fielding
Mary Georges
Willy Hall

Press F1 to go back.

Select **Add new name** if you want to add one or more names to the file. The program goes to Screen E, **Enter name to be added**.

To **delete a name from the list**, select that name. As you scroll through the list of names, each name is highlighted, and the word **Delete** appears next to it. When the name you want to delete is highlighted, press RETURN.

You cannot edit a previously entered name. Thus, in order to change *Mray Msith* to *Mary Smith*, you must first delete the incorrect name, then select Add new name and enter the correct name.

Select **Save edited file** when you are done editing the file. The program goes to Screen C, **Save *name* list**.

You can keep both the original and edited versions of the list by assigning a new name to the list, or you can get rid of the original version by assigning its name to the edited version.

E Enter name to be added

Enter name to be added ...

■

Press RETURN on blank line to quit.
Press F1 to go back.
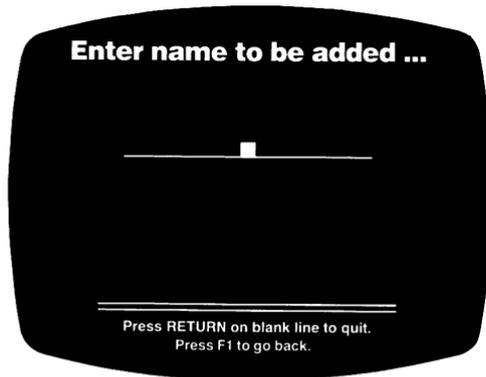
Enter each name you want to add to the file. Remember, each name can be up to 25 characters long, and there is a maximum of 75 names per file.

When you are done entering names, press RETURN when the entry line is blank. The program goes to Screen D, **Edit *name* list**. From there, you can save the list.

To make corrections, press BACKARROW, DEL, or ← before pressing RETURN. Once you have entered a name, you can correct it only from Screen D, **Edit *name* list**.

On Screen D, the names you added will appear at the end of the list. Then, when you save the file, the names will be arranged in alphabetical order.

24 BORDERS TO CHOOSE FROM

Single Line
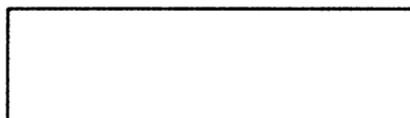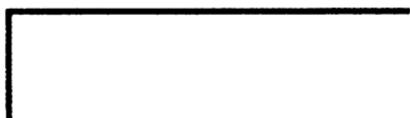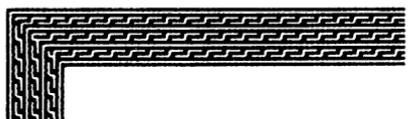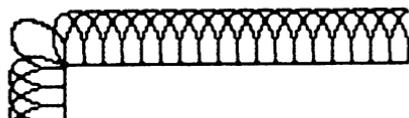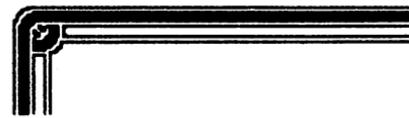
Legal

Double Line

Art Nouveau

Triple Line

Victorian

Arabian

Lace

Maze

King Arthur

Spiral

Persian

Links

Snake

African

Egyptian

Gothic

Disk

Weave

Skull

Bear

Duck

Heart

Smile

1

MOST VALUABLE MEMBER

2

BAD HAIRCUT AWARD

3

AWARD FOR QUITTING SMOKING

4

RUDE AWAKENING AWARD
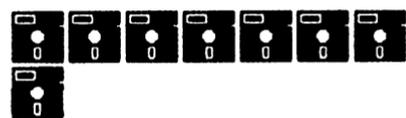
5

COUCH
POTATO
AWARD

Signature

Date

6

BACK SEAT
DRIVER AWARD

Signature

Date

7

Can of Worms
Award

Signature

Date

8

AWARD FOR
Painting
Yourself into
a Corner

Signature   Date

9

COMPUTER
OPERATOR'S
LICENSE

Signature

Date

10

COMPUTER
WHIZ-KID
AWARD

Signature

Date

11

PROCRASTINATOR'S
AWARD

Signature

Date

12

TROUBLESHOOTER'S
CERTIFICATE

Signature

Date

13

COOLNESS
UNDER
PRESSURE

Signature _____

Date _____

14

"STICKING TO
YOUR GUNS"
AWARD

Signature _____

Date _____

15

LEMON
AWARD

Signature _____

Date _____

16

WANTED

PASTE
PHOTO
HERE

Signature _____

Date _____

17

TEAM WORK
AWARD

18

WORST JOKE
AWARD

19

GLOBETROTTER'S
CERTIFICATE

20

MS. KNOW-IT-ALL
AWARD

21

MR. KNOW-IT-ALL
AWARD

Signature

Date

22

*Best Kisser
Award*

Signature

Date

23

SWEET TOOTH
CERTIFICATE

Signature

Date

24

BEER
CONNOISSEUR'S
LICENSE

Signature

Date

25

WINE TASTER'S CERTIFICATE

Signature

Date

26

WINE CONNOISSEUR'S CERTIFICATE

Signature

Date

27

Pigsty Award

Signature

Date

28

OUT ON A LIMB

Signature

Date

29

BEST VACATION
PICTURES AWARD

Signature

Date

30

PHOTOGRAPHER'S
AWARD

Signature

Date

31

CHEERFULNESS
AWARD

Signature

Date

32

WHAT WILL I
BE WHEN I
GROW
UP ?

Signature

Date

33

DRIVER'S LICENSE

Signature

Date

34

INFECTING CO-WORKERS

Signature

Date

35

Quack License

Signature

Date

36

OUTSTANDING IN YOUR FIELD

Signature

Date

37

MOST VALUABLE
PLAYER

Signature

Date

38

LEAST VALUABLE
PLAYER

Signature

Date

39

Horrible
Mention

Signature

Date

YUCK

40

Thanks for
Nothing Award

Signature

Date

41

Certified Idiot

_____
_____
_____
Signature
Date

42

Foot in Mouth
Award

_____
_____
_____
_____
Signature   Date

43

BIG MOUTH
AWARD

_____
_____
Date
Signature

44

MURPHY'S LAW DEGRE

_____
_____
_____
Date
Signature
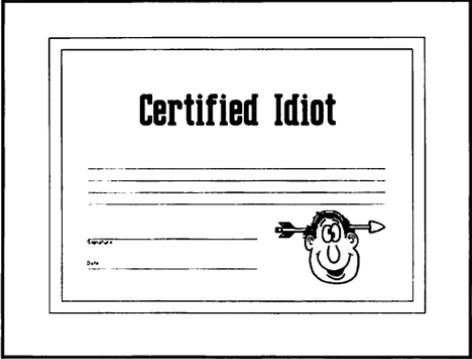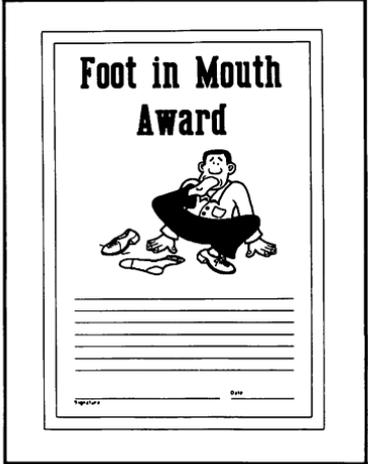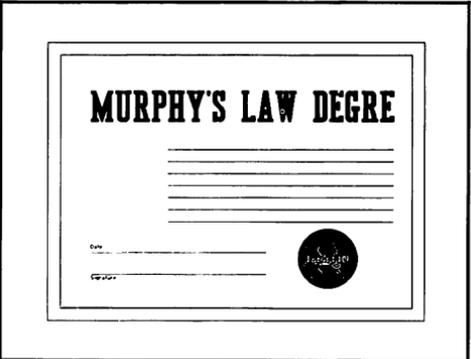
45

COMMUNITY SERVICE
AWARD

46

OUTSTANDING
ATTITUDE

47

The
Widest. Thinnest.
Tallest. Smallest
Award
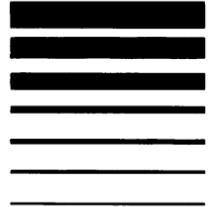
49

Dead Carp
Award

48

Nicest Smile

50

HARDEST WORKER AWARD

52

Happy Birthday Certificate

51

CLOCK WATCHING AWARD

53

PARTY ANIMAL

54

MASTER CERTIFICATE MAKER™

55

COMPANY CLOWN

56

BEST BOSS AWARD

57

BEST BOSS AWARD

58

BEST SECRETARY AWARD

59

BEST SECRETARY
AWARD

Signature

Date

Great Job!

60

Most
Coffee Breaks
Award

Signature

Date

61

𝕮ertificate
of
Promotion

Signature

Date

62

EMPLOYEE OF THE
WEEK

Signature

Date

63

EMPLOYEE OF THE
MONTH

Signature

Date

64

EMPLOYEE OF THE
YEAR

Signature

Date

65

READING
AWARD

Signature

Date

66

Certificate of
READING PROFICIENCY

Signature

Date

67

WRITING AWARD

68

Certificate of WRITING PROFICIENCY

69

MATHEMATICS AWARD

70

Certificate of MATHEMATICS SKILLS

71

Certificate of ART PROFICIENCY

72

Certificate of
MUSIC PROFICIENCY

Signature

Date

73

Certificate of
GEOGRAPHY SKILLS

Signature

Date

74

Certificate of
SCIENCE PROFICIENCY

Signature

Date

75

Certificate of
SPELLING PROFICIENCY

Signature

Date

76

Certificate of
HISTORY PROFICIENCY

Signature

Date

77

Certificate of
SOCIAL STUDIES
PROFICIENCY

Signature   Date
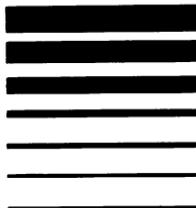
78

**Certificate of
PHYSICAL EDUCATION
PROFICIENCY**

79

CLASS CLOWN

80

Certificate
of
Scholastic Achievement

81

Certificate
of
Graduation

82
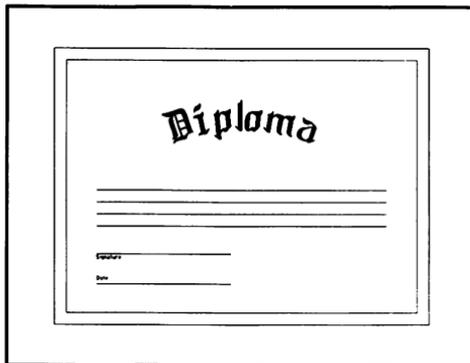
83
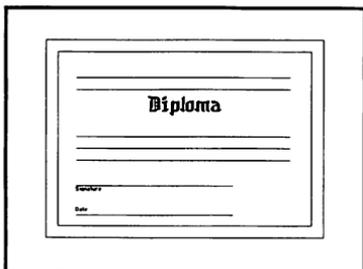
84
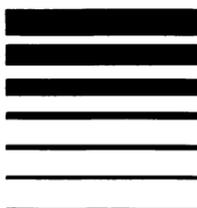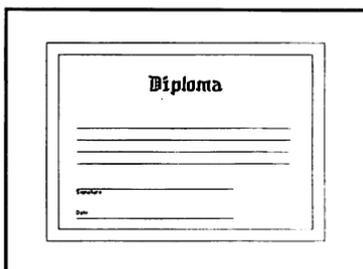
85

World's Greatest
Athlete

86

World's Worst
Athlete

87

POOR
SPORTSMANSHIP
AWARD

88

SKIING
AWARD

89

MARKSMANSHIP
AWARD

Signature

Date

90

FISHING
AWARD

Signature

Date

91

BASKETBALL

AWARD

Signature

Date

92

Date

Signature

93

94

FOOTBALL AWARD

95

96

97

BASEBALL
AWARD

Signature

Date

98

Signature   Date

99

Signature   Date

100

GYMNASTICS
AWARD

Signature

Date

101

102

GYMNASTICS AWARD

103

104

HOCKEY AWARD

105

106

108

107

TENNIS AWARD

109

110

TRACK & FIELD AWARD

Signature

Date

111

Signature   Date

112

Signature   Date

113

GOLFING AWARD

Signature

Date

114

115

117

116

SOCCER
AWARD

118

119

BOWLING
AWARD

Signature

Date

120

Signature   Date

121

Signature   Date

122

RACQUETBALL
AWARD

Signature

Date

123

Signature   Date

125

124

SWIMMING AWARD

126

127

128

GREATEST BACKYARD CHEF

Signature

Date

129

CLEAN ROOM AWARD

Signature

Date

130

Award for
Eating All Of Your Yucky Vegetables

Signature

Date

131

Certificate of Wedded Bliss

Signature

Date

132

ANNIVERSARY
AWARD

Signature

Date

133

Newborn Baby
Award

Signature

Date

134

Clean Teeth
Award

Signature

Date

135

Gourmet
Chef Award

Signature

Date

136

CERTIFICATE OF
LOVE

Signature

Date

138

ADOPTION CERTIFICATE

Signature

Date

137

Sweetheart
Award

Signature

Date

140

Dog Owner's
License

Signature

Date

139

IN THE
DOGHOUSE

Signature

Date

141

Cat Owner's
License

Signature

Date

142

Bird Owner's License

143

BEST FRIENDS
CERTIFICATE

144

BEST FRIENDS
CERTIFICATE

145

BEST FRIENDS
CERTIFICATE

146

BEST FRIENDS
CERTIFICATE

147

BEST FRIENDS
CERTIFICATE

148

Children   Disk 2   Side B

149

150

151

152

153

154

155

GOOD GIRL
AWARD

156

GOOD BOY
AWARD

157

BAD GIRL
AWARD

Signature

Date

158

BAD BOY
AWARD

Signature

Date

159

BEST MOM
AWARD

Signature

Date

Best
MOM

160

BEST DAD
AWARD

Signature

Date

Best
DAD

161

Signature

Date

162

Signature

Date

163

164

165

166

167

168

169

170

171

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173

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177

178

179

180

181

182

183

184

185

186

$\mathfrak{Certificate}$ of
Recognition

Signature
Date

Great Job!

187

$\mathfrak{Certificate}$ of
Attendance

Signature
Date

188

$\mathfrak{Certificate}$ of
Membership

Signature
Date

189

$\mathfrak{Certificate}$ of
Participation

Signature
Date

190

$\mathfrak{Certificate}$ of
Completion

Signature
Date

191

$\mathfrak{Certificate}$ of
Improvement

Signature
Date

192

Certificate
of
Proficiency

Signature
Date

193

Certificate
of
Performance

Signature
Date

194

Certificate
of

Signature
Date

195

Certificate
of

Signature
Date

196

Certificate of

Signature
Date

197

Award
For
First Place

Signature
Date

198

Award
For
Second Place

199

Award
For
Third Place

200

Honorable Mention

201

Award for Best Idea

202

EFFICIENCY AWARD

203

Citizenship Award

204

205

206

207

208

209

210

LICENSE

211

License

212

License

213

Thank You

214

Congratulations

215

MOST LIKELY TO

216

BEST SUGGESTION

Signature

Date

217

Signature

Date

218

Signature

Date

219

Signature

Date

220

Signature

Date

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