

# *How to Create & Customize* CERTIFICATES

Custom-designed certificates are a powerful way to add value and satisfaction, serving as visible reminders of accomplishments. Whether for course certifications, training program completions, or any form of recognition, personalized certificates enhance the recipient's experience and reflect your organization's professionalism.

*We can accommodate any size, provide full-color printing, and customize each certificate with individual details such as names, titles, and dates. Choose from a variety of materials including parchment paper, foil-stamped border certificate paper, and premium cover weight material. For a luxurious touch, add an embossed gold seal customized with your logo, course name, or company name.*

## Use Cases for Certificates

Vervante customers use certificates for a wide range of purposes, including course completion or accreditation, endorsements, sponsor recognition, training completion, awards, achievements, milestones, and special offers.



## Adding Fields for Personalization

To personalize certificates with names, dates, or other details, create a PDF with editable fields.

Here's how:

- Create a PDF, ensuring it has bleed and crop marks.
- Open the PDF in Adobe Acrobat and select File > Create Form > From Existing PDFs.
- Add text fields by clicking Add New Field > Text Field.
- Double-click each field to adjust font, size, and placement. Use "auto" for font size to ensure a professional appearance.
- Save your changes once all fields are added.

## Changing Fonts in Variable Data Fields

- Open Adobe Acrobat Pro and navigate to Tools > Forms > Edit.
- Double-click the field you want to edit.

- In the Appearance tab, change the font type and size.
- Save and close the editor.
- Sending Print Files to Vervante

## To Send Your Print Files to Vervante

- Log in to your Vervante author account and upload your files from the dashboard.
- Complete the specification document and send us your print-ready PDF.
- Include the variable data in separate fields/columns on a spreadsheet or with your order information.

## Packaging and Shipping

Vervante offers flexible shipping options. We can print and ship certificates directly to you in bulk, include them in shipments with other products, or package certificates in folders or frames and ship them directly to recipients. Each certificate is securely protected between corrugated pads and mailed in a rigid stay-flat mailer to ensure it arrives in mint condition.



## Why Use Personalized Certificates?

Personalized certificates with high-quality materials and attention to detail demonstrate your organization's commitment to excellence and leave a lasting impression on recipients.

## How to Get Started

1. Create your design and send us the PDF.
2. Choose your preferred materials.
3. Add an embossed seal for an elegant finish.
4. Contact our team with your specifications, and we'll handle the rest, ensuring every certificate is printed, packaged, and shipped with care.



*For more information or assistance, visit our website or contact our customer service team.*

*Vervante is here to help you celebrate and recognize achievements with the perfect custom certificates.*

