

Party Certificate Instructions

1. Fill Out Pertinent Party Information on Page 2
 - a. Child's Name
 - b. What the award was won for
 - c. Who is awarding the certificate
 - d. The date it is awarded
2. Click on the menu "File" and then select "Print"
3. Click on the Radio Button "Pages" and change the numbers to pages "2" to "2"
4. Change the number of copies to 1
5. Make sure Page Scaling is set to "Fit to Paper"
6. Make sure "Auto-Rotate and Center" is checked
7. Now click on the button "Properties"
8. Change Paper Size to "Letter (8.5 in x 11 in.)"
9. Click "Ok"
10. Click "Ok" to print

If you are having problems, please send an email to: Contact@Ultimate-Kid-Birthday-Parties.Com and I will help you print your free invitations.

This Certificate Is Awarded To

For:

*Commanding
Officer*

Date

