



# Adding Printable Certificates Frequently Asked Questions

Printable certificates are not as secure as a digital badge, but are oftentimes needed by earners. If you would like to add a printable certificate to your badges, you have 2 options:

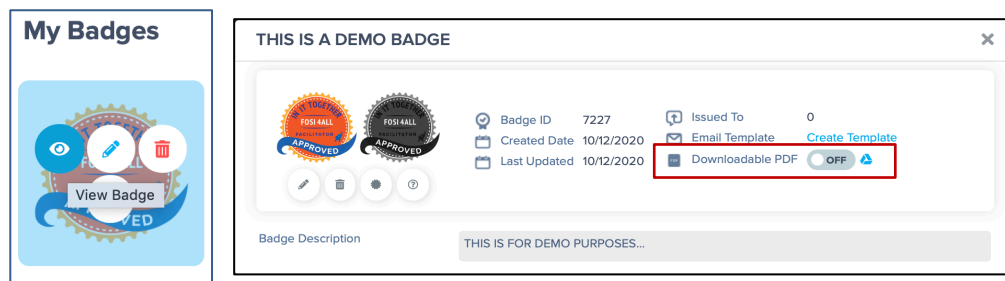
1) Use the BadgeCert default certificate, or 2) Create a custom certificate and/or wallet card.

## Option 1: Add a default .pdf printable certificate

In order to add the default certificate to your badges, you first need to create a badge in My Badges. Once created, you can then choose to add the downloadable certificate to your badge. This feature is available at no additional cost.

As shown in Figure 1, go to My Badges > Click the badge > Click View Badge. Turn on Downloadable PDF to add an auto-generated .pdf certificate to the digital badge that can be downloaded and printed anytime.

**Figure 1** Downloadable PDF Option and Single Badge Issuance Email Template



## Add an optional QR code

Once the downloadable .pdf option is selected (turned on), you can add an optional QR code to the certificate to reference the digital badge verification page.

Figure 2 shows the standard PDF certificate without and with the optional QR code. The QR code option is selectable in My Settings > QR Code. The QR code, when scanned with the camera on common mobile devices will link directly to the badge verification page or a custom URL that you submit to verify the accomplishment.

**Figure 2** Default certificates (without and with QR code)





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## Option 2: Create a custom downloadable certificate or wallet card

If you wish to use your own custom certificate or wallet card artwork, contact BadgeCert Sales at sales@badgecert.com. There is a set-up cost for this custom certificate option.

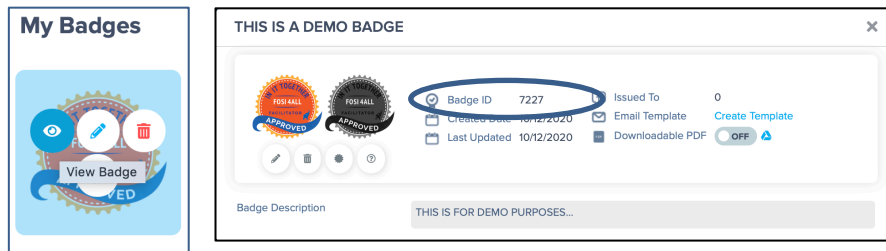
### Information to provide BadgeCert

In order for BadgeCert's support team to attach your custom certificate to your badges we need the following information and documents:

- 1) Once you have created your badge, please provide the Badge ID# that you want to correspond to the custom artwork we are uploading (Figure 3).

### Figure 3 Where to find the auto-generated badge ID Information

My Badges > Click on badge > Click View Badge Icon



- 2) Please provide two .png versions of the certificate that you want us to attach to the badge (Figure 4)
  - a. .png version with the fields populated
  - b. .png version with the fields unpopulated (left blank)

### Figure 4 Custom Certificate with and without fields populated

Populated fields (a)



Blank fields (b)





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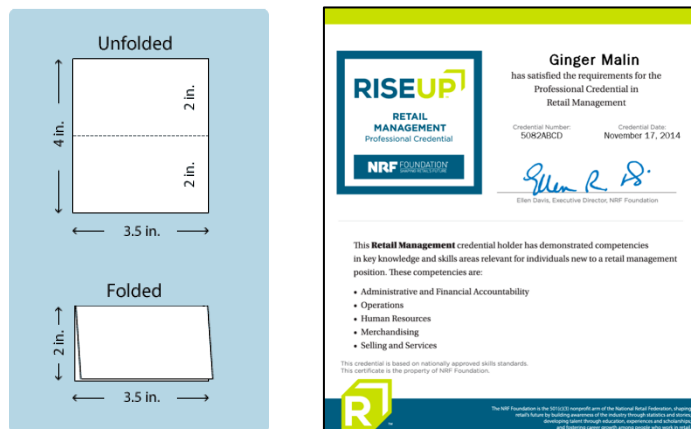
## Font and size standards

BadgeCert uses Arial Font from the Sans Serif font family to populate the fields. We cannot use other custom fonts to populate the information.

There are no size “standards” for custom certificates as the shape, size and artwork are completely unique to each organization.

However, if you want to include a .pdf wallet card, you should provide us artwork in a size that will fit in an earner’s wallet- 2x3.5 inches (Figure 5) and can either be printed on one side, or designed to be a folded card with printing on both sides.

**Figure 5** Typical wallet card size & Example of foldable wallet card



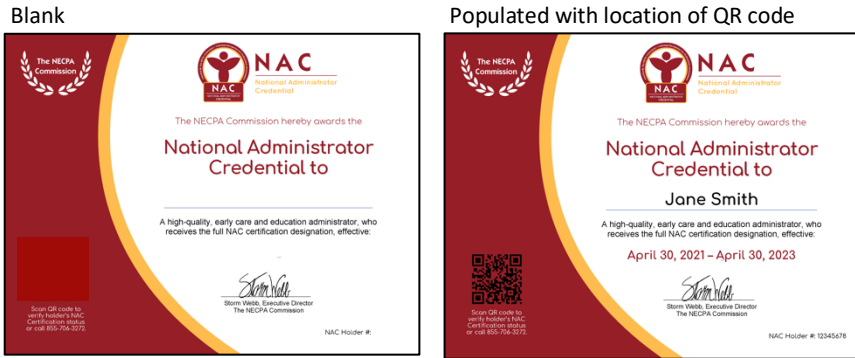


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## Other Options

- 1) You can also add an auto-generated QR code to your custom certificate. You will need to show us where to place it on the populated .png version of the certificate you provide (Figure 6).

**Figure 6** Sample certificates blank version and populated version with QR code location added



- 2) If you have other information that you would like to populate on your custom certificate that isn't available in the standard fields found on the .csv file template (i.e. earner name, badge name, issue date, expiration date, certification number), you can use the .csv file template "Issuer Notes" section (Figure 7, Column P) to indicate the information that you would like to populate in that field. Some examples may include years of service, credit hours, or member ID.

**Figure 7** Issuer Notes Section

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	First name	Last name	email	Phone Country Code	phone	Phone Extension	Mobile Country Code	Mobile Number	Company	Title	badge1	Issuedate-b1	expDate-b1	location-b1	IssuerName-b1	IssuerNotes-b1	licenseName-b1	licenseNumber-b1	issuerReferenceLink	artifact2-b1	artifact3-b1
2	Test	Earners	bc1561test55555@yopmail.com	+1	480-48-12098				Intraedge	Director	6962	8/22/2020		LOCATION	DIVYA ISSUER NAME				badgecert.com		
3	Test	Earners	earnerTest-org79-2@yopmail.com	+4	480-48-12098	123			Intraedge	Director	6962	8/22/2020		LOCATION	DIVYA ISSUER NAME				badgecert.com		
4	Test	Earners	earnerTest-org79-2@yopmail.com	001	480-48-12098	123	91	4804812098	Intraedge	Director	6951	8/22/2020	8/25/2020	LOCATION		DIVYA ISSUER NOTES	Certificate	ABC123	badgecert.com	badgecert.com	http://www.pdf995.com/samples/pdf.pd