# **Certificate Templates**

You can upload PDF and DOCX certificates which will be delivered to your learners after they successfully complete courses and learning tracks. Here you can add custom certificate templates, edit or remove it.

(1) The maximum certificate size cannot exceed 7 MB.	

- How to Add a Certificate
- How to Edit a Certificate • How to Delete a Certificate
- How to Create a Certificate

#### How to Add a Certificate

1. To start managing certificates, go to the Settings section, open the Additional Options tab.

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E	Main	Branding Additional Options Billing	
	Here yo	u can activate, deactivate and configure the extra options of your account.	
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000	Ø	User Portal	>
ì	Ŭ	Customize the User Portal settings	
?	$\odot$	Org Chart Provide info on people and departments in your organization through an interactive chart or an A-Z list.	>
ζų.	$\odot$	Sign Up Allow users to self-sign up to your portal	>
ģ	$\odot$	Course and Training Catalog	>
ᅇ	Ŭ	Learners can self-enroll in courses and trainings added to the Catalog.	
	$\odot$	Knowledge Base Build a knowledge base out of training materials that are always available to users.	>
	Ø	Gamification Motivate and engage your learners with levels, badges, and points.	>

2. Then, click Certificate Templates.

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	Training Types			>	
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#### 3. Hit the Add Certificate Template button.

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- 4. Enter a certificate name.
- 5. Click the **Browse...** button and select a file.
- 6. After that, click on  $\ensuremath{\textbf{Upload}}$  . The certificate will be added to your iSpring Learn account.

	Add Custom Template		
Supported file types: PDF, DOCX. Maximum file size is 7 MB.			
Title:	Certificate		
File:	Certificate	Browse	
1 How to create your custom certificate			

Perfect! You've added certificate.

Your colleagues can download the original certificate in iSpring Learn.

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#### How to Edit a Certificate

1. Click the Edit icon to the right of the certificate name.

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- 2. Now change the title or upload a new PDF file.
- 3. Then, hit the **Update** button.

(i) The pre-installed certificate template cannot be edited.

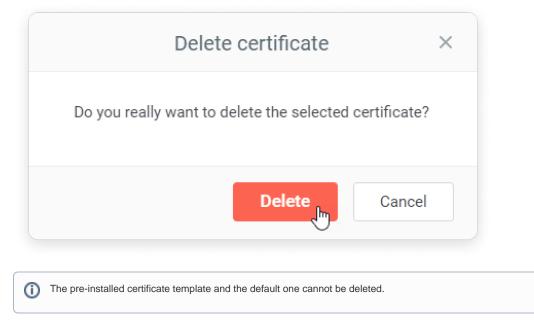
### How to Delete a Certificate

To remove a certificate:

1. Click the **Delete** icon to the right of the certificate name.

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2. In the Delete certificate window, click Delete.



## How to Create a Certificate

You can create a certificate in PDF and DOCX format: