

Certificate Templates

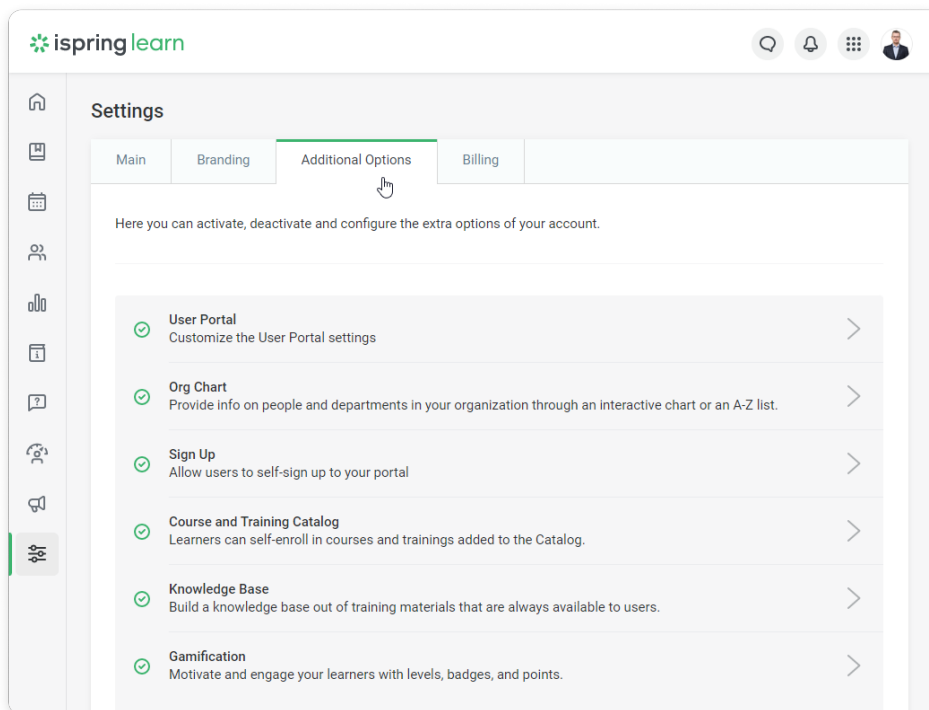
You can upload PDF and DOCX certificates which will be delivered to your learners after [they successfully complete courses and learning tracks](#). Here you can add custom certificate templates, [edit](#) or [remove](#) it.

 The maximum certificate size cannot exceed 7 MB.

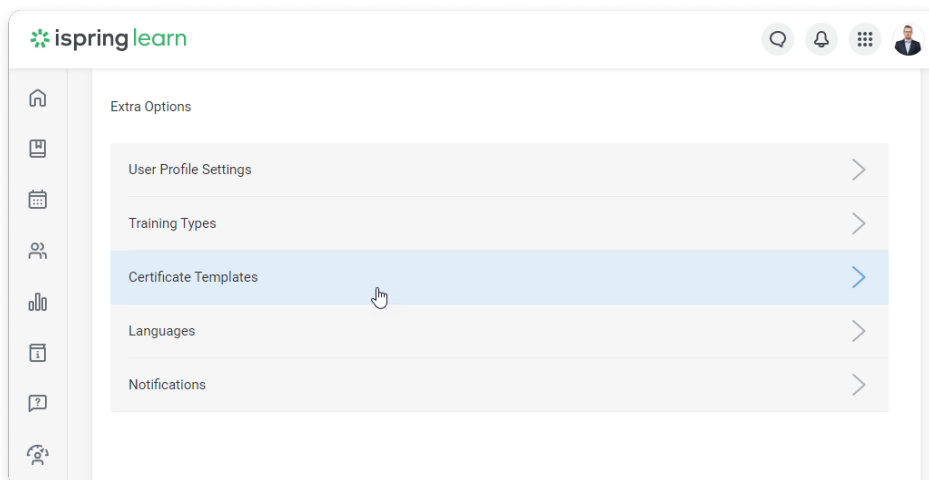
- [How to Add a Certificate](#)
- [How to Edit a Certificate](#)
- [How to Delete a Certificate](#)
- [How to Create a Certificate](#)

How to Add a Certificate

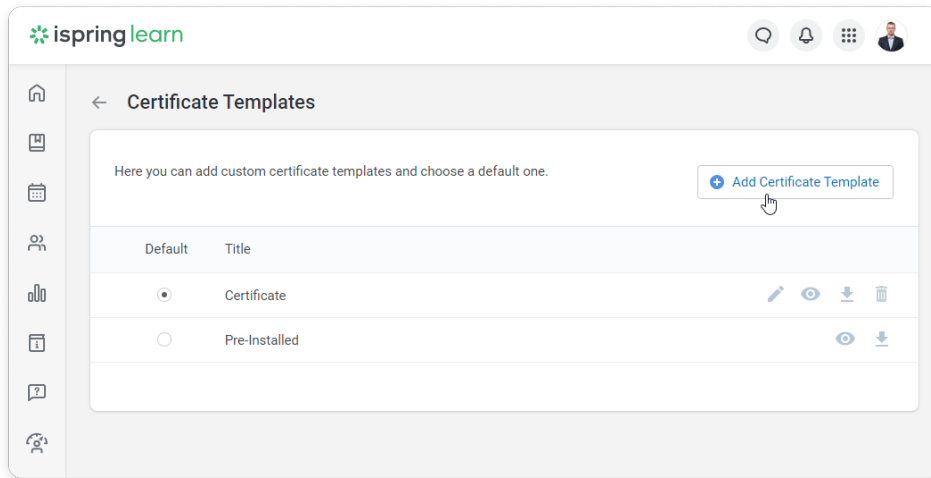
1. To start managing certificates, go to the **Settings** section, open the **Additional Options** tab.



2. Then, click **Certificate Templates**.



3. Hit the **Add Certificate Template** button.

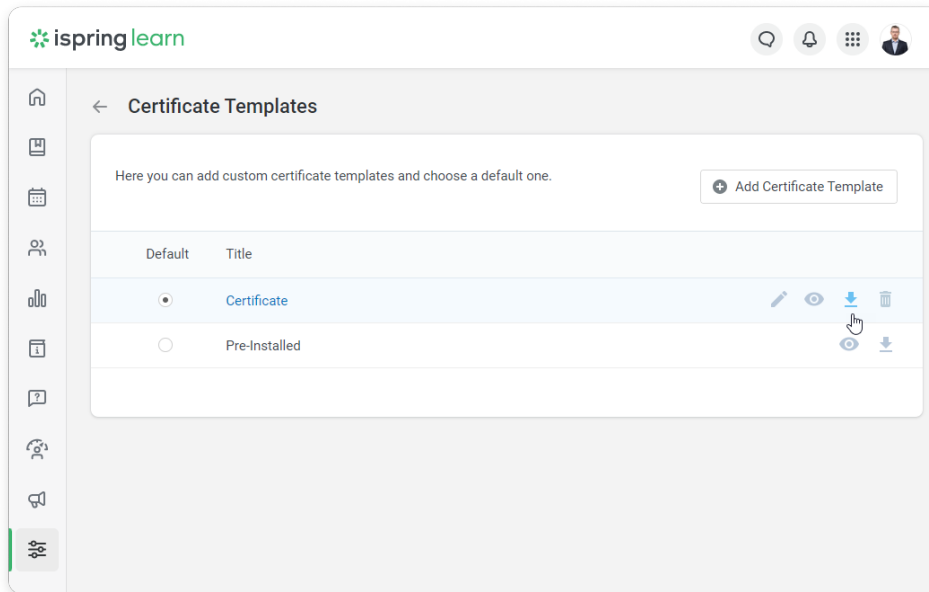


4. Enter a certificate name.
5. Click the **Browse...** button and select a file.
6. After that, click on **Upload**. The certificate will be added to your iSpring Learn account.

A screenshot of a modal dialog box titled 'Add Custom Template' with a close button (X) in the top right corner. The dialog contains the text 'Supported file types: PDF, DOCX. Maximum file size is 7 MB.' Below this, there are two input fields. The first is labeled 'Title:' and contains the text 'Certificate'. The second is labeled 'File:' and contains the text 'Certificate', followed by a 'Browse...' button. Below the input fields is a link with an information icon and the text 'How to create your custom certificate'. At the bottom right of the dialog are two buttons: a green 'Upload' button with a mouse cursor hovering over it, and a white 'Cancel' button.

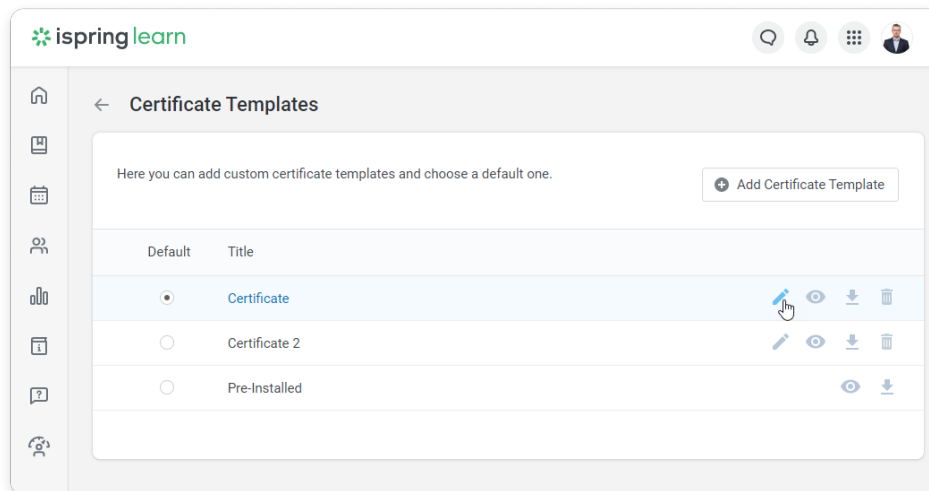
Perfect! You've added certificate.

Your colleagues can download the original certificate in iSpring Learn.



How to Edit a Certificate

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



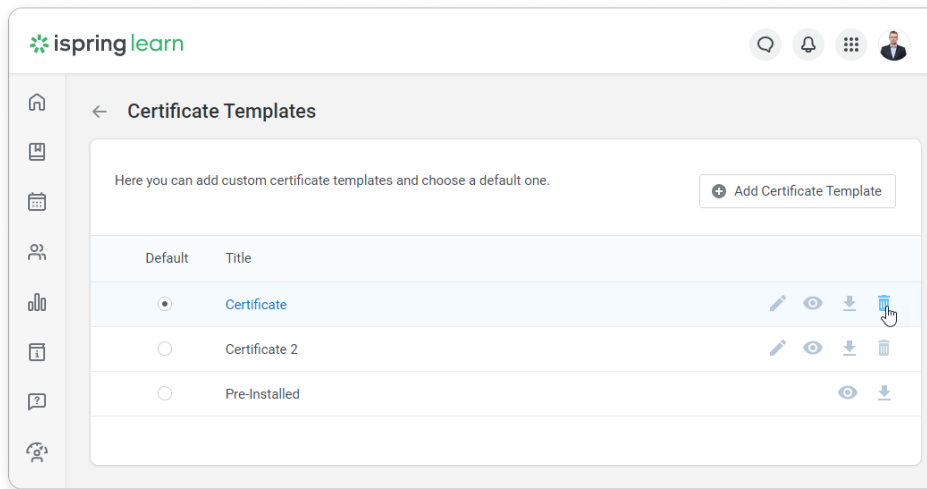
2. Now change the title or upload a new PDF file.
3. Then, hit the **Update** button.

The pre-installed certificate template cannot be edited.

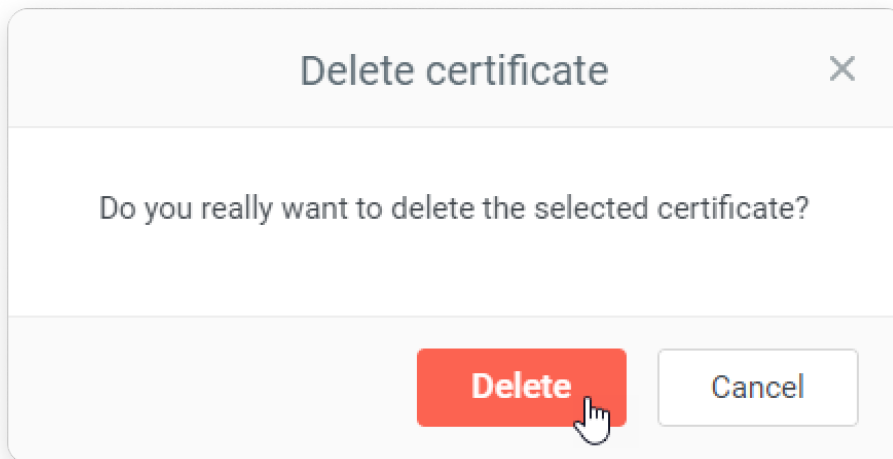
How to Delete a Certificate


To remove a certificate:

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



2. In the **Delete certificate** window, click **Delete**.



 The pre-installed certificate template and the default one cannot be deleted.

How to Create a Certificate

You can create a certificate in PDF and DOCX format: