LCS Personal Certificate Production Guide

Contents

1. PERSONAL CERTIFICATE TEMPLATE

Design

The LCS personal certificate, as illustrated left, is the global standard for LCS Certificates of Lean Competency and is the only officially accepted design.

There are two versions – one for Level 1a and one for Level 1b and higher. The difference between the two is that on the Level 1a version, the demonstration statement reads "**Has Demonstrated Competence in Lean Thinking Knowledge**".

Non-authorised designs will not be considered as bone fide LCS certificates (see the LCS General Terms).

The certificate template is circulated to accredited organisations, usually as an A4 sized PDF document, with four editable fields for the holder's name, LCS level awarded, date of award and certificate reference.

These fields are usually highlighted when the document is opened, as illustrated in the image on the left, though this feature can be turned off. Note that the shade colour or field box lines are not printed, just the text.

Editable fields should use Calibri font. If you cannot print/generate certificates with Calibri, then you can be provided with a version which has the Helvetica font for the editable fields.

No changes should be made to the overall design of the document.

Signatures

Signatures are usually embedded, though an accredited organisation may opt for the space to be left blank when a wet signature is preferred. The details of the organisation's signatory are added by the LCS centrally when the certificate is being created though these can be edited if necessary

Qualification Level Description

Additional words can be added after **LCS Level xx –** providing some local contextualisation (e.g. green belt, champion, bronze, etc). The LCS level text must always be present, positioned first.

Logos

The accredited organisation's logo is positioned just above the Cardiff University logo. All logos are embedded in the document.

Fonts

The font for the editable fields is **Calibri** and the font sizes are:

- Name and LCS Level fields: 26, Bold
- Dare and Reference number fields: 12, Regular

If you cannot print/generate certificates with Calibri, then you can be provided with a version which has the Helvetica font for the editable fields.

Non editable text uses the **Museo** family of fonts.

See the note below on **Creating Digital Copies** if you wish to save an individual certificate after printing.

2. MULTIPLE SIGNATORIES & LOGOS

As well as the LCS and Cardiff University logos, a maximum of two additional logos and signatories are allowed on the certificate.

This can accommodate certain requirements

- When the signature of a specific trainer is required along with that or a senior manager
- When a corporate client of an accredited consultancy wants a brand presence on the certificate.

Note that space limitations mean that the logos, images and signatory text will be smaller. A special dual signatory certificate template is available on request for these situations.

3. PRINTING

If your printer supports borderless printing, you may choose to print the PDF certificate without margins. This will ensure that the blue box at the foot of the certificate goes all the way to the edges of the page.

However, even if your printer supports borderless printing, the default setting for PDF files is to shrink the content to fit standard page margins (usually an inch on each side). To print your PDF without these margins, go into the print job settings.

1. Open the certificate PDF document (usually in Adobe Reader or Adobe Acrobat Pro). Open the **File** menu and click **Print** to open the Print dialog box.
2. Select **Actual size** for the page size.
3. Select your printer from the **Printer** drop-down menu and select **Actual size** under **Size Options**. Click the **Page Setup** button. If your printer supports borderless

printing, the Margins section of the dialog box will be editable; change each margin setting to **0** and click **OK**.

4. Change any additional settings, such as number of copies, make sure the page size is A4 and then click the **Print** button to print the certificate PDF document without margins.

4. CREATING DIGITAL COPIES OF CERTIFICATES

If you want to create a digital copy of the certificate for record keeping purposes or to send to its recipient by email, then you should create a non-editable PDF version of the certificate.

This is created as follows:

1. Open the editable PDF version of the certificate and complete the fields for the individual (adding in name, level, date etc)

2. Select **print** from the file menu (or click the printer icon) and when the print dialogue box opens, select **Adobe PDF** or **Microsoft Print to PDF** as the 'printer' from the drop down list (note that no actual printing will take place).

3. After you click on **print**, you will be prompted to choose a location and filename to save the new document.

4. The resultant PDF document will have no editable fields and can be emailed.

If your PC software does not contain the print to pdf feature, then you should install the [Cute PDF Writer](#). This is free and essentially installs as a new printer on your computer and whenever you want to create a PDF document, just print to the CutePDF printer.

5. DATA MERGING

If you wish to merge data into the certificate from a database or spreadsheet – for example, when you need to produce large volumes of certificates – then you can use a MS Word version of the certificate or purchase specific software.

Using Word

If you use the Word version, it is likely that you will need to add the official LCS corporate identity fonts to the PC producing the certificates.

The fonts in question are **Museo Slab 100, 300** and **500**.

You can purchase these from various font websites, eg https://www.fonts.com, www.fontshop.co.uk, http://www.type.co.uk

Care will need to be taken using the Word version of the template, as the layout of the document can easily be altered when working on it.

INSTALLING THE FONTS

For Windows 10 PC's, first open the control panel by right clicking on the Windows icon in the bottom left corner of the screen – or simply type 'fonts' in the Windows search bar in the bottom left corner, which should reveal the fonts folder in the control panel

Click on the control panel, then appearance & personalisation and then fonts. Simply drag the font icons from their download folder (or wherever you saved them) into the area containing all the fonts.

The new fonts should now appear in your font list when you open a new Word document and when you open the Word version of the LCS certificate template it should display the correct fonts (and be identical to the PDF version).

Bespoke Software

Mail merging directly to PDF requires the purchasing of additional software. This may be an option if you have large volumes of certificates to produce.

Evermap's AutoMailMerge is a plug-in for Adobe Acrobat software for performing PDF mail merge and costs c.£115/€132. A trial version is available. Click here for video tutorial

PDFMachine "creates and sends batches of personalised emails with personalized PDF attachments". It is more sophisticated than AutoMailMerge and pricier.