

# Editing and Saving Your Panther Career Development Certificate

Follow these steps to customize your certificate, making sure you save your work correctly for sharing and printing without altering the original template.

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## 1. Save Your Own Copy of the Certificate

This is the most critical first step! Always create a personal copy of the File before you make any edits:

- **Open** the "Panther Career Development Certificate" PowerPoint document.
- Go to **File > Save As**.
- **Choose a location** on your computer where you want to save your edited certificate (e.g., your Documents folder or Desktop).
- **Rename the File** to something specific and easy to identify, like "Panther Certificate - [Student Name]" (for example, "Panther Certificate - Alex Johnson").
- Click **Save**.

Now, you'll be working on your own dedicated copy, leaving the original template untouched and ready for others to use.



Panther Career Development Certificate.pptx

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## 2. Identify and Edit the Text Fields

With your personal copy open, you can now proceed to customize the certificate.

PowerPoint makes editing text very straightforward:

- **Locate the main placeholders** on the certificate that say:
  - **Student Name**
  - **MONTH AND YEAR**
  - **STUDENT JOB TITLE**
  - **OFFICE**
- Also, find the specific text areas within the descriptive paragraph underneath "Student Name" that include:
  - **Student Job Title**
  - **Your Department Name**



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### 3. Click, Type, and Replace

To edit any of these text elements:

- Simply **click directly on the text**. A text box outline will appear around it, indicating that it's selected and ready for editing.
- You can then either:
  - **Highlight the existing placeholder text** (e.g., "Student Name") and simply **type your new information**. The old text will be automatically replaced.
  - Or, you can **press the "Delete" or "Backspace" key** to clear the placeholder text and then type in your desired information.

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### 4. Populate All Required Fields

Go through each of the fields you need to update with the accurate details:

- **Student Name:** Enter the student's full name.

- **MONTH AND YEAR:** Input the specific month and year (e.g., "May 2025").
  - **STUDENT JOB TITLE:** Provide the student's actual job title.
  - **OFFICE:** Fill in the name of the relevant office.
  - **Description Text (Student Job Title):** Within the descriptive paragraph, find and replace this phrase with the accurate job title.
  - **Description Text (Your Department Name):** Within the descriptive paragraph, locate and replace this phrase with the correct department name.
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## 5. Final Checks and Saving Your Editable Version

- **Adjust Formatting (If Needed):** While PowerPoint usually maintains the existing font, size, and color, if you need to make any adjustments (like bolding text or changing font size), select the text you just typed and use the **Font** group on the **Home** tab of the PowerPoint ribbon.
- **Save Your Editable Copy:** Once all your edits are complete, save your *PowerPoint version* of the certificate. Click **File > Save** or press **Ctrl + S** (Windows) / **Cmd + S** (Mac). This ensures you have an editable copy for future reference or minor tweaks.

CHAPMAN'S OFFICE OF CAREER AND PROFESSIONAL DEVELOPMENT  
AND OFFICE OF HUMAN RESOURCES

**Student Name Here**

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successfully completed the Chapman University Panther Career Development Program through  
their work as a **(Student Job Title)** through Chapman's **(Your Department Name)**

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## 6. Export as PDF for Easy Sharing and Printing

For the final version that you'll share via email or print, it's best to export it as a PDF. This ensures the formatting stays exactly as you designed it, regardless of who views it or what device they use.

- Go to **File > Export**.
- Click on **Create PDF Document** (or for some versions, you might see "Download as PDF.")

- **Verify the file name** (it will usually default to the same name as your PowerPoint file but with a .pdf extension).
- **Choose the location** where you want to save the PDF (it's often good to save it in the same folder as your editable PowerPoint file).
- Done! Feel free to email the File to your student or print it!