

Hard copy certificate instructions

If you have been sent a blank, hard copy of the Australia Day certificate and need to print out the text form fields over the top, you can insert the certificate into your printer and follow the steps below.

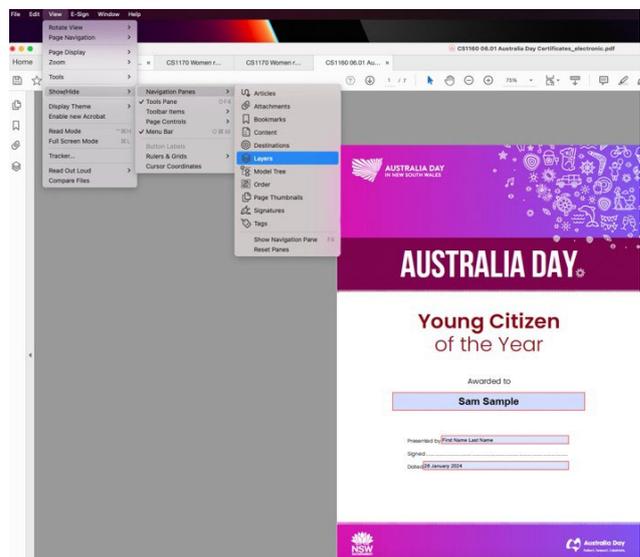
Entering text

1. **Open** the certificate PDF then **fill out any free text form fields with names and date.**



Printing the certificate

1. Before you can print your certificate, you will need to turn off the design layers so that the text is ready to print over the top. To do this, **go to View > Show/Hide > Navigation Panes > Layers.**
2. You should see a menu drop down like the below. Click on the arrow and two layers will appear called **TEXT FIELDS** and **CERTIFICATE DESIGN.**
3. You want to print the **TEXT FIELDS** layer only. To do this, click the **eye icon** next to the **CERTIFICATE DESIGN.** This will turn off the design layer, so that the text is the only thing being printed.



Then go back to your print menu and make sure you print it out at **100% – NOT fit to page.** If this happens, the text will not line up with the area on the blank certificates.

Then place your hard copy certificate into your printer and you're ready to print.

