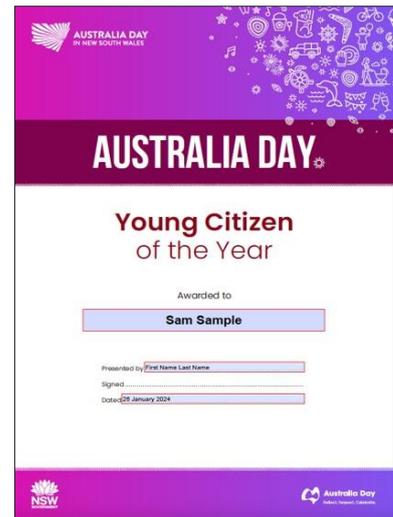




Electronic certificate instructions

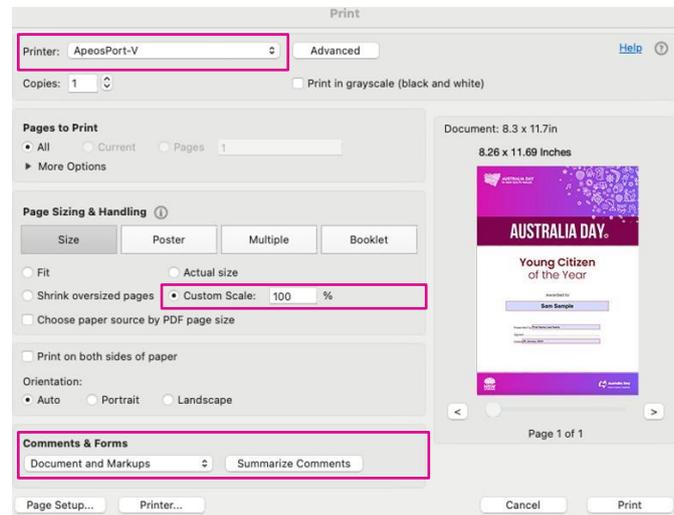
Entering text

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



Printing the certificate

1. To print the certificate, click File > Print (or CTRL P)



2. Choose a Printer from the menu at the top of the Print dialog box.
3. In the **Comments & Forms** menu of the Print dialog box, choose **Documents and Markups** > then click OK.
4. Make sure that you **print at 100%** – NOT **Fit to page**. If this happens, the fields will not line up with the area on the blank certificates.