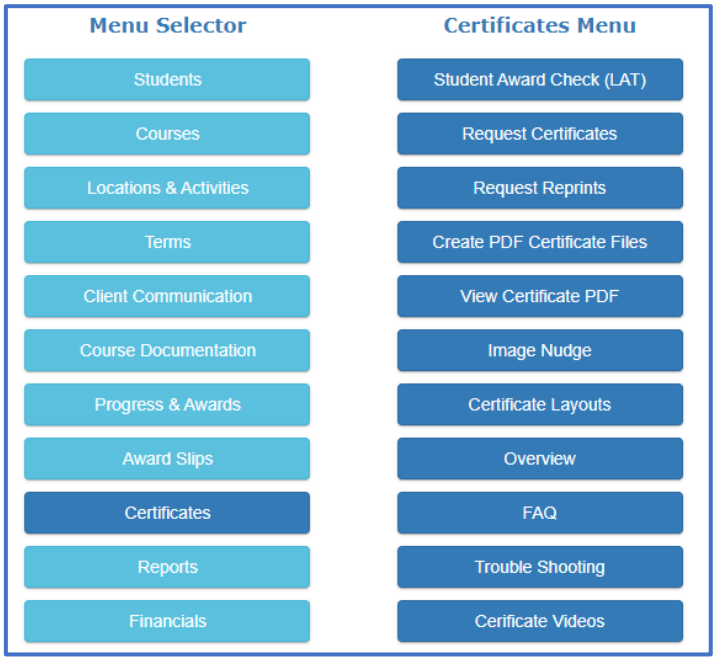
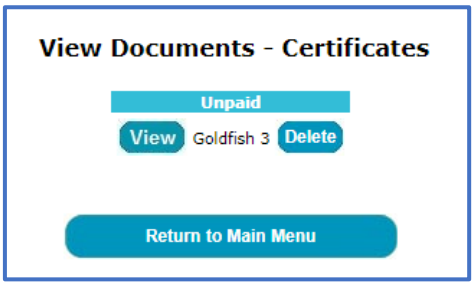
Viewing and Printing Certificates

Once you have requested a PDF of the certificate file, you are now in a position to go and view and print it. The relevant button for this step is the **View Certificate PDF**.



Once you press this button, a new page will show you all the various certificates that need to be printed.

Simply press the **View** button next to the certificate you wish to view in PDF format.



Once the PDF file has opened, on the page there will be the option to print. You can click through each page to ensure all names are spelt correctly and the page format is correct.

Tip: Print on a blank piece of white paper first to ensure the page layout is perfect. Hold the white paper over the certificate in front of a window or light and you will be able to check if they match.

Once you've printed the file, just exit out of the PDF file and you can select the next certificate. It is recommended to press the **Delete** button after you have printed the associated certificates, so you do not re-print any accidentally.