

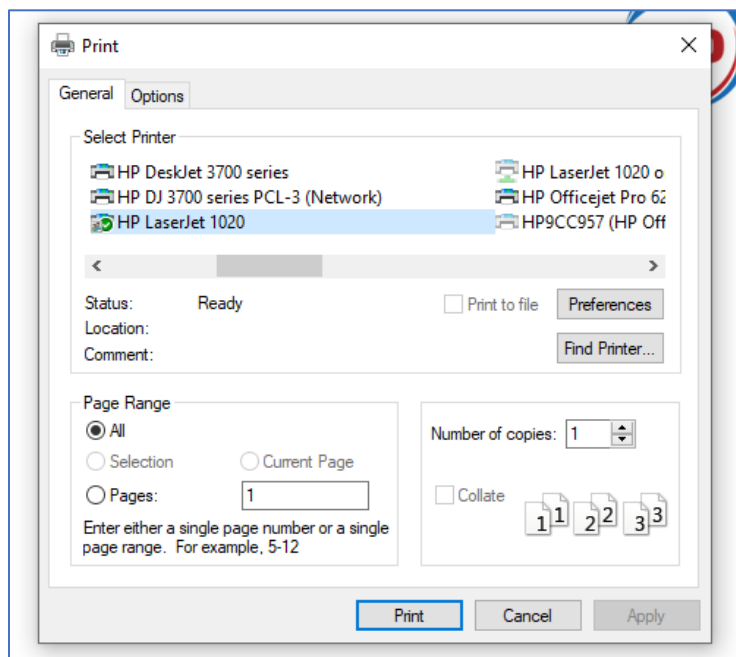
Save Your Certificate as a PDF

Would you like to be able to save your certificate(s) as a PDF on your computer and be able to send a copy to your supervisor? Here's how:

From your Student Dashboard, open your certificate.

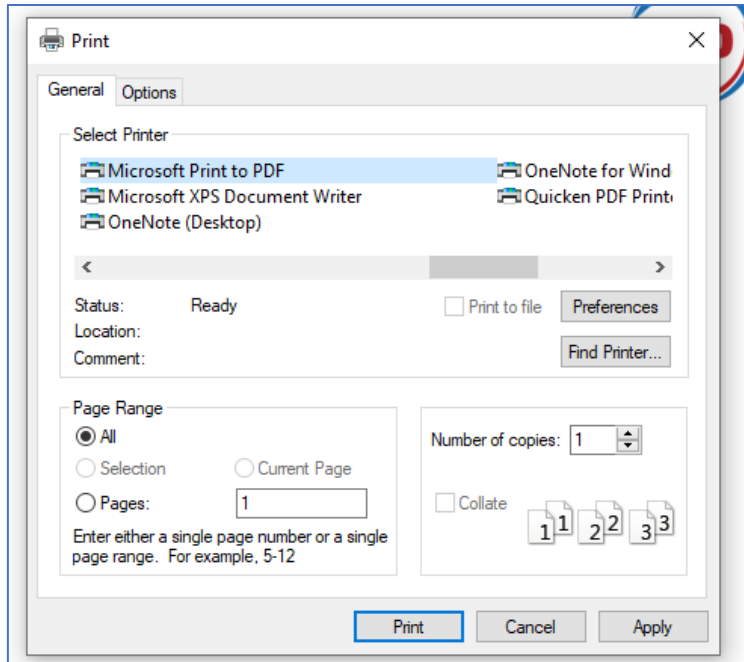


Click on the PRINT button (*not the save button*) located under your certificate.



The print dialog box will open. Under **Select Printer** you will see your *default* printer selected/highlighted.

(My computer has several printer options. Your computer will be a bit different.)



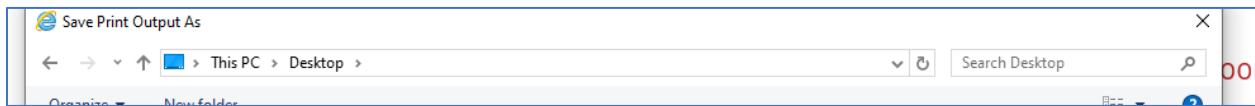
Move the scroll bar to the right until you see a **Print to PDF** option.

Click on the Print to PDF selection.

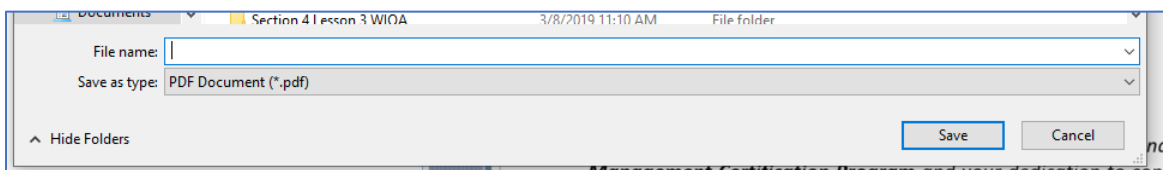
(My computer says Microsoft Print to PDF. If you are using a MAC, your computer may say something different. Just be sure it is Print to PDF.)

Click on the Print button at the bottom.

The **Save Output As** dialog box will open. On your computer, be sure to select WHERE on your computer you want to save the file to so you can find your PDF certificate later. Easiest to save to your DESKTOP.



Type in your file name, something like the course title certificate (Case Management Certificate, for example.) Then click the Save button at the bottom.



Once you click the print button, the print dialog box will go away, and it will look as if nothing happened because you will be right back to the certificate page.



On your computer, go to your Desktop and you will see your PDF!