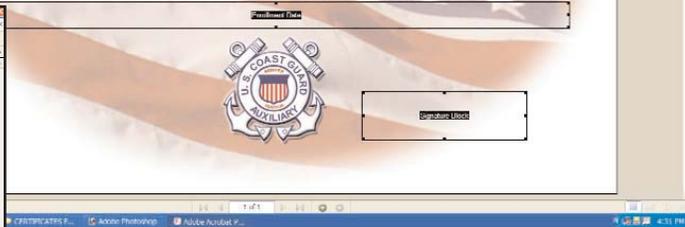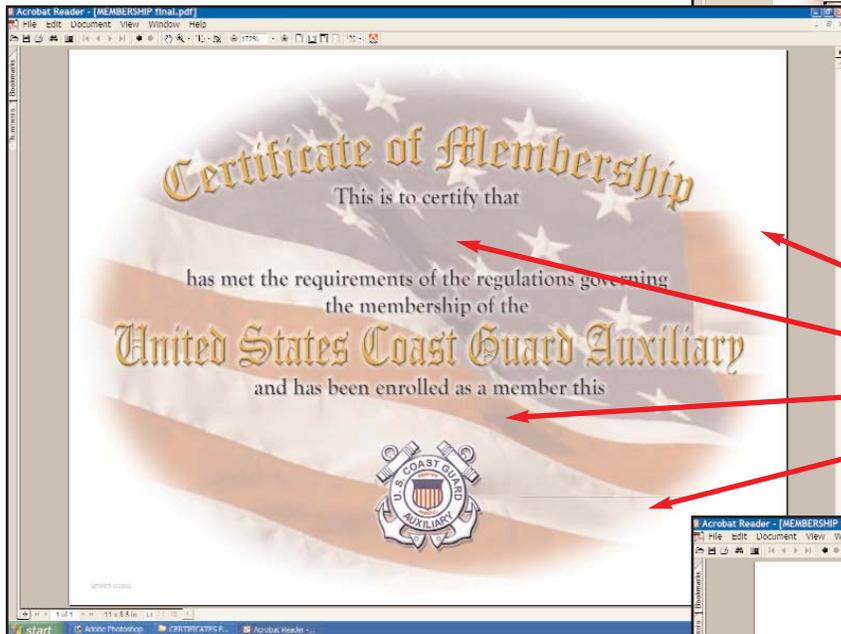# IMPRINTING CERTIFICATE PDFs

Each Certificate PDF file has been set up to simply click and type in the areas to be imprinted. All you need is **Acrobat Reader** and you can use the documents. The type styles and sizes are already preset.

When the certificate is opened with **Acrobat Reader** it will look like this. Simply click where the name should appear and start typing. Hit the tab key and it will take you to the next line to be imprinted. Tabbing again will let you fill in the signature line copy

When finished, your certificate will look like this. Make sure the printer is set to print the document **within the printer margins**. Once printed, your District or the Auxiliary seal can be added in the lower left corner and the certificate is ready to be signed and presented.

Imprint blocks will vary slightly from certificate to certificate:

Click to imprint the name . . .

Tab to go to the next imprint block . . .

Tab again and enter the date . . .

Print the certificate and add your District or the Auxiliary seal