CERTIFICATE INSTRUCTIONS

- **Certificates were developed in Adobe Reader, Version 6.**

- **Select desired certificate from list, and open file.**

- **Position the cursor over the first blank line (field), or select tab.**

- **Fill in certificate with text.**

- **Tab to next blank line (field) and complete certificate, until tab returns to first blank line (field).**

- **Before printing certificate, confirm that print setup is set to "landscape."**

- **Print certificate.**

- **Adobe Reader does not save the data that you enter into form fields.**