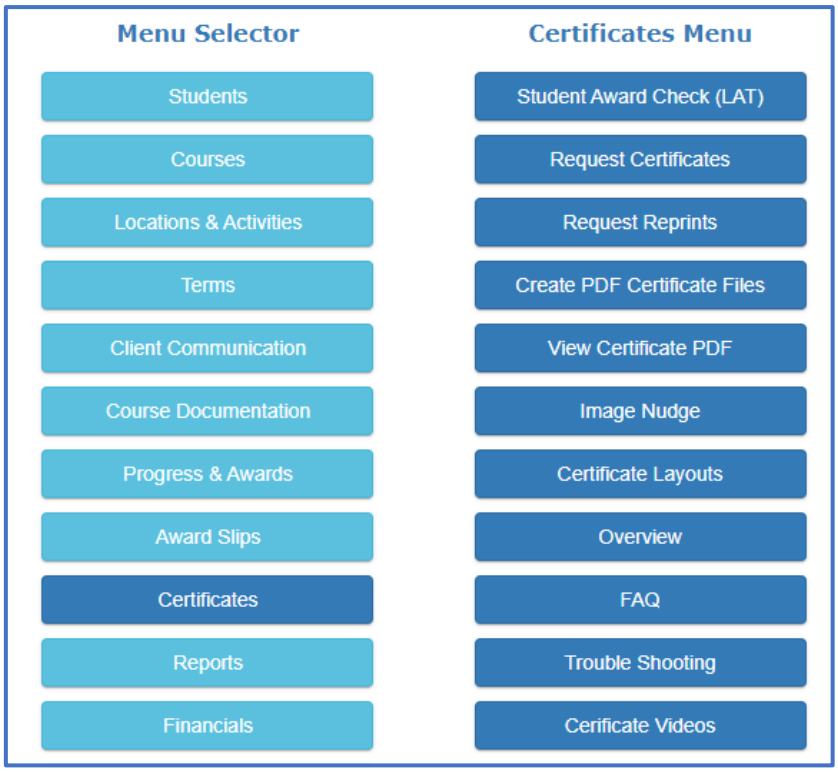
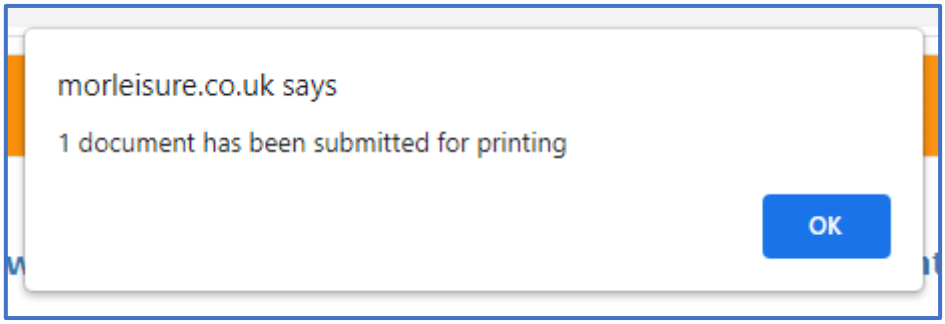
Create PDF Certificate Files

Once you have selected which certificates you want to produce, you need to convert them into PDFs so you can physically print them. This is done by pressing **Create PDF Certificate Files** on the secondary menu of **Certificates**.



After one click, a text box will pop up stating how many jobs have been submitted for printing. Press the **OK** button on the text box.



Depending on how many documents have been submitted for printing, you may need to wait a few minutes for the PDFs to become available before moving on to the next step.

PDFs are viewed Using the **View Certificate PDF** button.