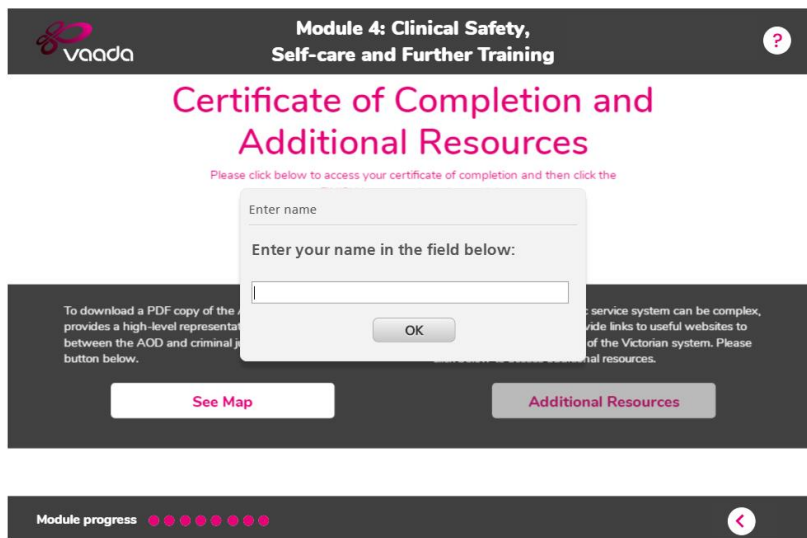


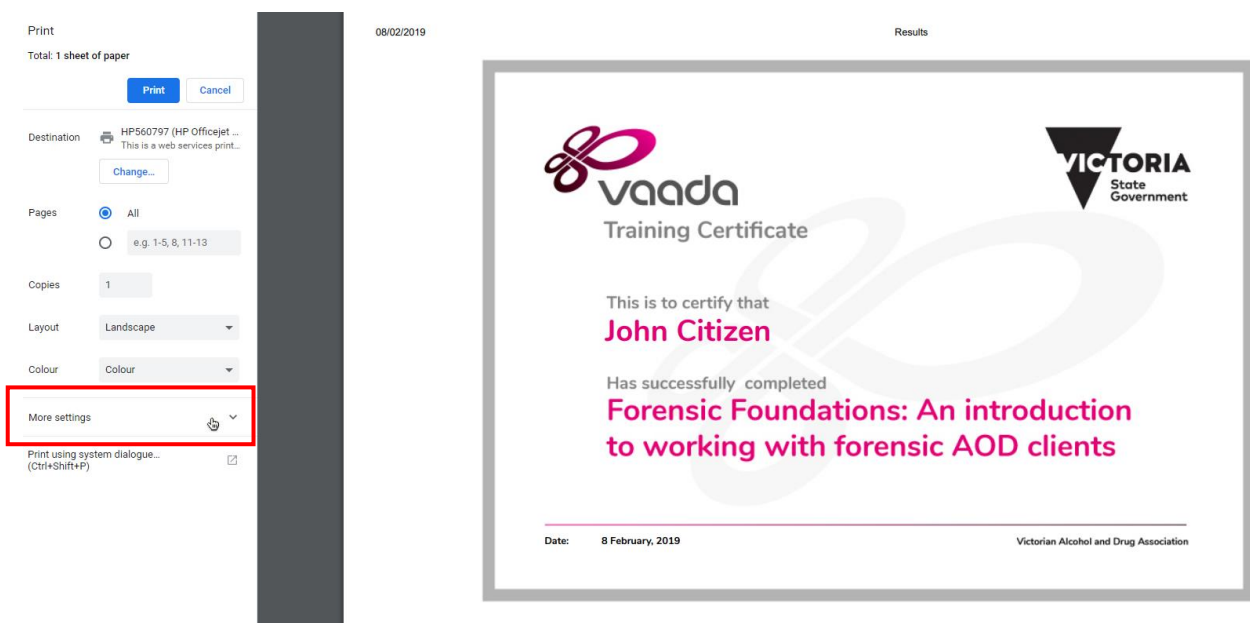


## How to print your Certificate

1. After selecting the “Certificate of Completion” button, type your full name in the box provided and select OK.



2. The print dialogue box will appear with your Certificate of Completion. If the Certificate is missing its background image, you can fix this by going through the print dialogue box and selecting more settings at the bottom.



3. Tick the Background graphics found at the bottom of the page. You also have the option to scale up your certificate which will make the certificate full page. Select default for Margins.

The image shows a print dialog box on the left and a training certificate on the right. The print dialog box has several sections: 'Print' (Total: 2 sheets of paper) with 'Print' and 'Cancel' buttons; 'Destination' (HP560797 (HP Officejet...)); 'Pages' (All); 'Copies' (1); 'Layout' (Landscape); 'Colour' (Colour); 'More settings' (Paper size: A4, Pages per sheet: 1, Margins: Default, Scale: 120%, Options: Headers and footers, Two-sided, Background graphics checked); and 'Print using system dialogue...'. The training certificate features the 'vaada' logo and 'VICTORIA State Government' logo. The text on the certificate reads: 'Training Certificate', 'This is to certify that John Citizen', 'Has successfully completed Forensic Foundations: An introduction to working with forensic AOD clients', 'Date: 8 February, 2019', and 'Victorian Alcohol and Drug Association'.

4. Select the Print button to print your certificate.

This image is similar to the previous one, showing the same print dialog box and training certificate. The 'Print' button in the print dialog box is highlighted with a red box, indicating the next step in the process.