



How to:

Save and share your certificate, via email with your manager

Saving the certificate

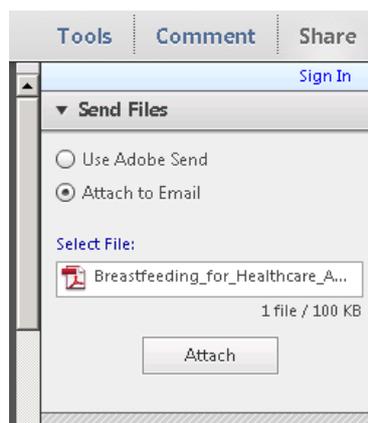
- 1) Once you have completed your course you will get an option to open your certificate of completion.
- 2) Your certificate will open as a .pdf file (Adobe Acrobat format)

We recommend that at this stage you save your certificate file to your computer or to a USB

- 1) To **save** your file you need to **select 'File'** from the menu items at the top of the screen.
 - a) You then **select 'Save As/PDF...'** from the drop down menus
 - b) **Select** the folder location you wish to save your file
 - c) You can also use this time to '**rename**' your file to something you will find easily and is memorable to you - eg HCA-BreastfeedingCert-yourname.pdf (as the file name will be something like Breastfeeding_for_Healthcare_Australia-ACM_Certificate_of_Completion___Breastfeeding_for_HCA_0.pdf)

Sharing the certificate

- 1) To do this you can either start an email and then use the '**file attachment**' options you have in your email account
- 2) Or you can use the **Share** function in Adobe.
 - a) To do this you need to **select** the **Share screen**.
 - b) When you click on this option the following view will appear



- 3) Unless you have an Adobe account you will need to use the '**Attach to email**' option. Make sure that **radio button is selected** and click on '**Attach**'
- 4) **Adobe will open your email system** on your computer and attach it to an email (works best with Outlook or an email application that is installed on your desktop).

If you do not have an email system on your desktop - eg you only use ones that are internet based such as Hotmail, gmail, yahoo you will be best to send your certificate via option 1. Instructions have not been shown for this option as each email account differs in how to attach a file. Please follow the instructions for your email account.