



How to Save Your Document in PDF Format

1. Scan your physical certificate with a scanner (office equipment) and save in PDF format.
2. Convert to PDF using your smart phone or tablet:

To create a PDF from a document on an iPhone, you can utilize the built-in "Print to PDF" feature or use the "Scan Documents" feature in the Notes app. The "Print to PDF" method works by sharing the document and selecting the print option, even if you don't have a physical printer. 

Method 1: Print to PDF

1. **Open the document:** Open the document (e.g., in an app like Pages, Safari, or Mail) or the image you want to convert. 
2. **Share:** Tap the Share icon (square with an arrow). 
3. **Select Print:** Scroll through the options and select "Print". 
4. **Preview:** You'll see a preview of the document as a PDF. 
5. **Save:** Tap the Share icon again (in the print preview) and choose "Save to Files" or another appropriate option. 

Method 2: Scan to PDF

1. **Open Notes:** Open the Notes app and create a new note or open an existing one.
2. **Start Scanning:** Tap the Camera icon and select "Scan Documents".
3. **Position and Adjust:** Position the document in the viewfinder and adjust the corners if needed.
4. **Keep and Save:** Tap "Keep Scan" and then "Save". The document will be saved as a PDF. 

3. Use a PDF converter on your computer (ie; www.thebestpdf.com).
4. "Save as PDF" using the "print" option on your computer:

1. **Open the Document:** Open the document you want to convert to PDF in the appropriate application (e.g., Word, Google Docs, etc.).
2. **Access the Print Menu:**
 - Locate and click on the "File" menu, usually found in the top left corner of the application window.
 - Select "Print" from the dropdown menu.
3. **Choose a PDF Printer:**
 - In the print dialog box, find the printer selection dropdown menu.
 - Choose a PDF printer from the list. Common options include:
 - **Microsoft Print to PDF:** A built-in option on Windows systems.
 - **Adobe PDF:** If you have **Adobe Acrobat** installed.
 - **CutePDF Writer:** A free PDF printer (you may need to install it separately).
4. **Configure Print Settings (Optional):**
 - You can customize the print settings, such as the page range, number of copies, and page orientation, before printing.
5. **Save the PDF:**
 - Click the "Print" button in the print dialog box.
 - A "Save As" dialog box will appear, prompting you to choose a location to save the PDF file.
 - Enter a desired file name and click "Save".

Note: Some applications may also offer a "Save As" or "Export" option that allows you to save the document directly as a PDF without going through the print dialog.