

## How to print your Monthly Medal certificate...

You can print your monthly medal certificate on A4 plain paper or on 6"x4" glossy photo paper (classier!).

### To print on A4 plain paper...

1. Click on the members' names. The certificate will be displayed
2. Click on the Printer icon. Your web browser's simple print screen is displayed.
3. Select your printer (if it is not already pre-selected)
4. Select Landscape layout
5. Click on Print

### To print on 6"x4" glossy photo paper...

*To do this you'll need a colour printer capable of printing 6"x4" photos. Before printing, load 6x4 glossy photo paper into the relevant paper tray on your printer.*

1. Click on the members' names. The certificate will be displayed
2. Click on the Printer icon. Your web browser's simple print screen is displayed. Find the 'Print using system dialog' hotspot (you may have to scroll down) and click on it. (Alternatively press Ctrl+Shift+P.)
3. Find your printer in the list and click on it then click on 'Preferences'. The Printer Preferences panel is displayed.
  - Document Size: select '10 x 15 cm (4 x 6")'
  - Orientation: select 'Landscape'
  - Paper Type: select 'Photo Paper Glossy' (or similar)

...and click on 'OK'. You will return to the 'Print' panel

4. Click on 'Print'