

## How to create a full-page certificate of completion for the FMCSA Technology Division Leak Detection course

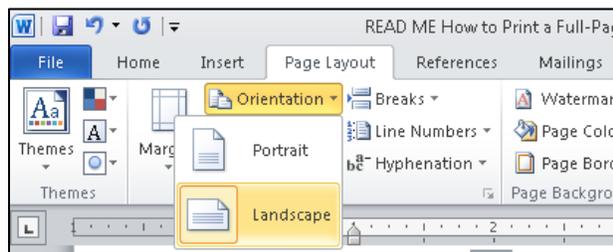
Once you have passed the course, continue with the instructions as presented on-screen to print the certificate as explained. These instructions enable you to print the certificate as-is to a PDF file or to paper.

**To print the certificate as a full-sized image on an 11 x 8.5 (landscape) sheet of paper, follow these directions:**

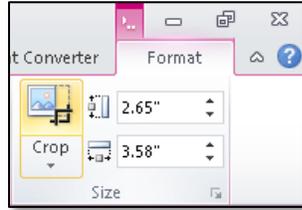
1. Print the certificate to a PDF file and save the file to your local hard drive. Once saved, if the document is not open, locate it and open the file on-screen as shown below.



2. Using a snipping tool  or the Print Screen function/button (usually located at the top, right of your keyboard), copy **ONLY** the certificate part of the image in your PDF file.
3. Paste your image onto a blank Word document. Follow the steps listed below to do this.
  - a. Open a blank Word document.
  - b. Within Word, from the Page Layout drop-down ribbon at the top of the window, select **Orientation > Landscape**, as shown below.



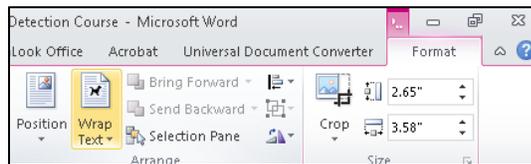
4. Paste your certificate image into the new Word document. If you used the Print Screen function, you may have to crop your image to show only the certificate. To do this:
  - a. Click the image to select it.
  - b. Click **Format > Crop** to change the size of the image.



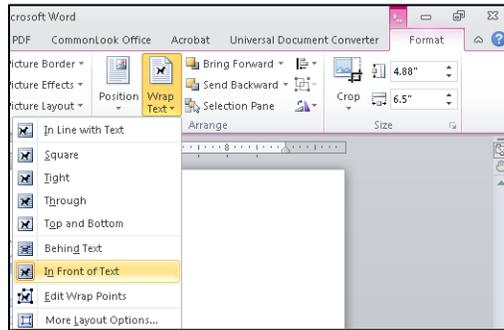
- c. Click to select the black handles that appear on the image, and drag them to shrink the image. Once completed, you should see something similar to the image below.



5. Next, adjust the certificate be to a larger size. To do this:
  - a. Click the certificate image to select it.
  - b. Hold down the Shift key and drag the image from a corner until it is the desired size.
6. Center the image as necessary and save the file.
  - a. Click to select the image.
  - b. Click **Format**, and then click **Wrap Text**. Continue per the next step.



- c. From **Wrap Text**, scroll down and select **In Front of Text** as shown below. Now, the image has been formatted to be easily moved around on the page.



- d. Click to select the certificate image, and use the **up/down arrows** on your keyboard to center the image on the page.
7. Save the document to your local drive.
8. Print the image to paper as usual. Your printed page is now a full-sized certificate.

