e-Certificate Printing & PDF Production Instructions

Introduction

Firstly, thank you for being a client of British Assessment Bureau and congratulations on achieving your certification.

As a responsible business we take our environmental responsibilities seriously. Therefore, we provide evidence of your certification electronically. Not only is this in response to customer feedback, it also saves thousands of tonnes of paper every year by not providing printed certificates by default.

If you need your certificate printed or a PDF version created, you will need to click on the e-certificate link and then follow the appropriate instructions below to ensure the default browser printing content is removed.

PDF Production

Both Windows and Apple devices come packaged with an inbuilt PDF Writer which enables you to "Print" any document (including your e-Certificate) as a PDF.

Below are links to instructions for how these work:

Windows - https://www.cnet.com/how-to/print-to-pdf-in-windows-10

Apple - https://support.apple.com/en-gb/guide/mac-help/mchlp1531/mac

Google Chrome

To access the printer, press CTRL+P on your keyboard.
Click the "More Settings" shown below.
Ensure that "Headers and footers" is UNCHECKED
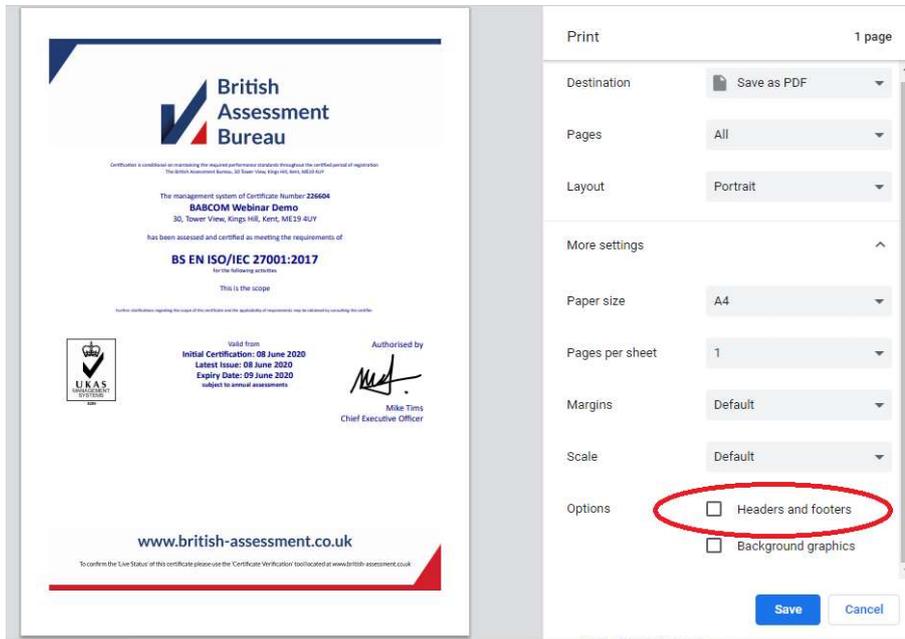
Microsoft Edge

To access the printer, press CTRL+P on your keyboard.
Ensure that "Headers and footers" is set to "Off"
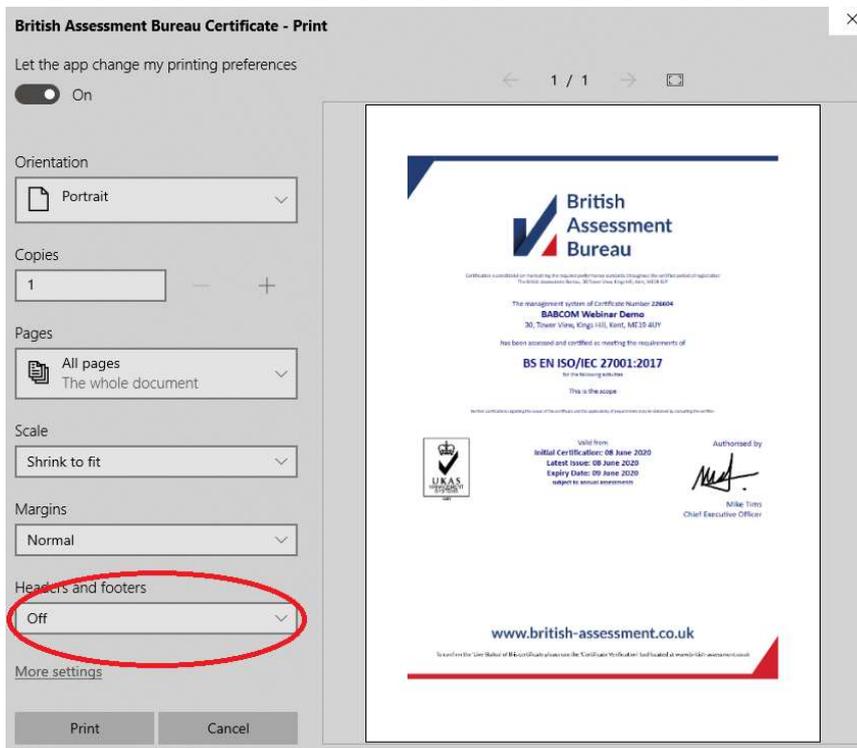
Mozilla FireFox

To access the printer, click "File" and then "Page Setup".
Click the "Margins & Header/Footer" tab shown below.
Ensure that all 6 boxes under "Headers & Footers" are set to "—blank—"

How To Obtain Further Support

For support on your e-Certificate or any other matter, please contact us on 0800 404 7007 (Mon – Fri 8am – 5PM) or email info@british-assessment.co.uk.