



# Procedure to use Certifico Srl products "PDF Portfolio" type of file

We use the PDF portfolio format as a container of DOC documents, PDF, other, the portfolio format allows you to always have an original master for the user.

1. Verify that you have installed the Adobe DC Reader on your PC / MAC, if it is not available, download and install from the following link:

<https://get.adobe.com/it/reader>



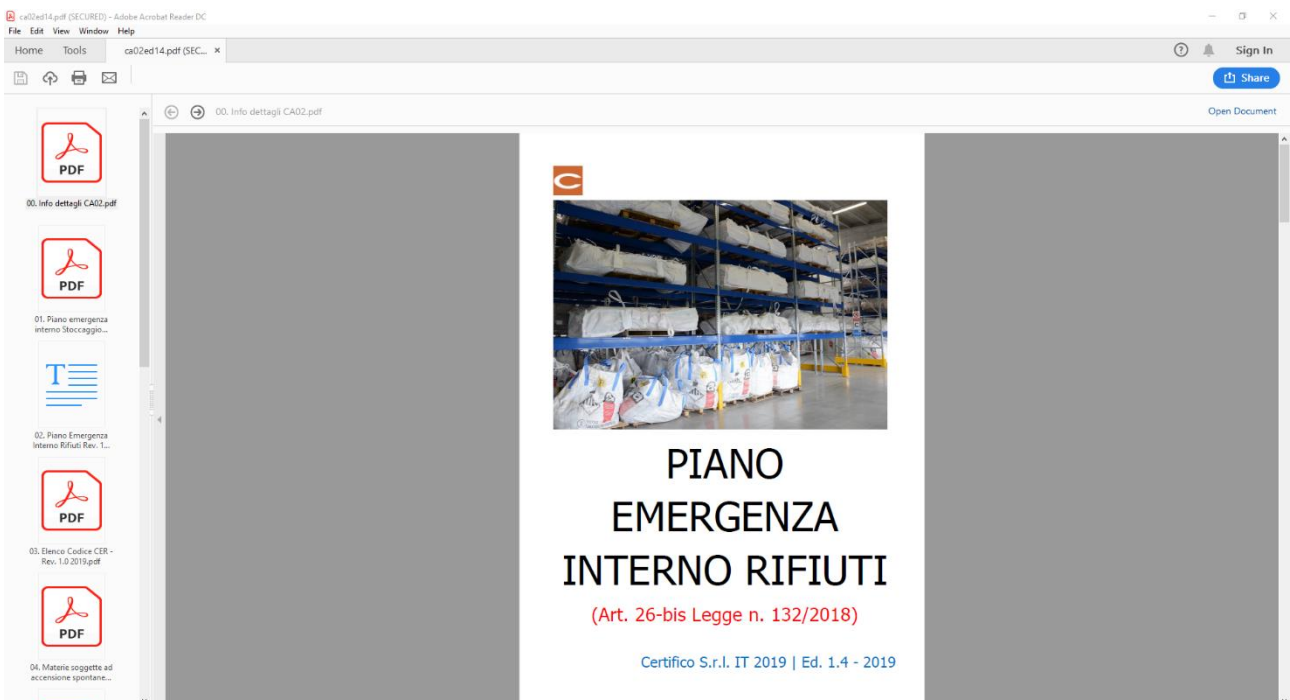
2. Save the PDF file downloaded from our site in any PC / MAC folder.



3. Close the Internet Browser

4. Open the PDF file Downloaded with Adobe DC Reader

5. Screen of PDF Portfolio with all the Documents listed in the left column (layout view):



5. Select the PDF / DOC / Other file in the left-hand column and click on "Open Document".



# Thanks and good luck with your work.

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