## **Regular Study Certificate**

# User can generate Regular Study Certificate on the request from student at the time of leaving school.

Click on Regular Study Certificate. You will get the window as shown below.



Select Class, Section, Student as shown below



#### **Preview**

Click on Preview, you can see the preview of the Regular study certificate as shown below.



#### <u>PDF</u>

Click on PDF to generate certificate in PDF format. You will get an dialog box, click on OK to open the certificate in PDF format as shown below.

Error rendering macro 'viewpdf': The viewfile macro is unable to locate the attachment "regularStudyCertificate.pdf" on this page

### <u>ODT</u>

Click on Export to Open Office the certificate will be generated in odt format. You can save in odt or any Open Office supporting format.



#### MS Word

Click on Export to Word to generate the certificate in word format.

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Finally save the certificate in required format and take the print.