# Downloading and editing documents including SSP, POAM and etc. from Certification Assistant.

There are 2 ways to download documents from Certification Assistant. One is that user can download doc (pdf format) by browser print function (Option 1). The other one is that user can download doc in html format, edit it in Microsoft Word and save it in Microsoft Word format or PDF format (Option 2). The second option is preferable because user can easily modify doc style such as adding header/footer, modifying font, etc. and the file size is small.

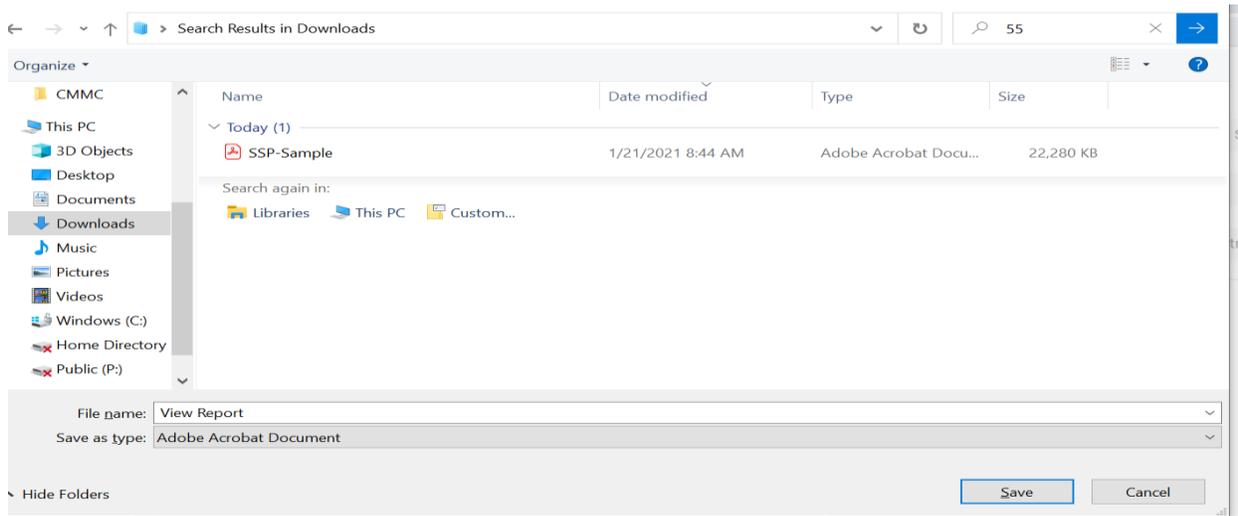## Option 1 - Downloading the doc (PDF) by Print function

Step #1: Go to browser menu and select Print.
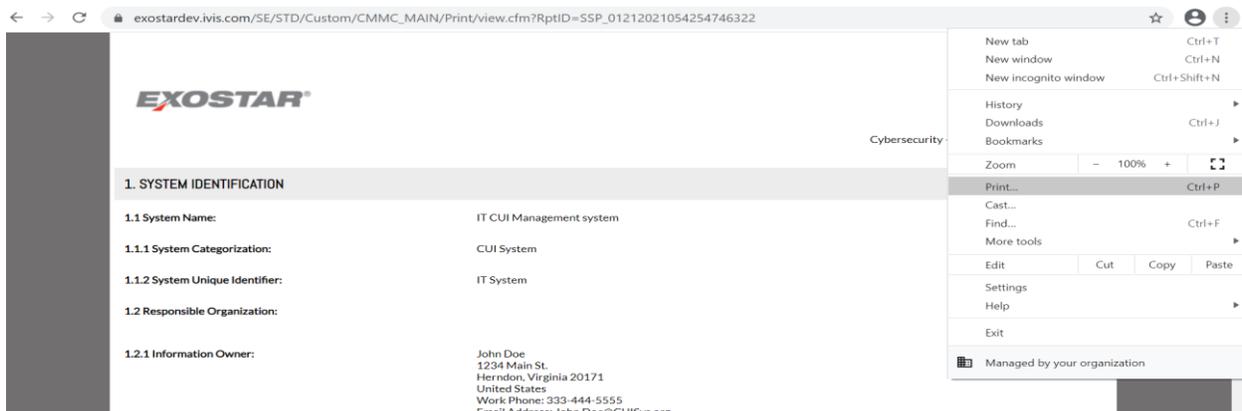
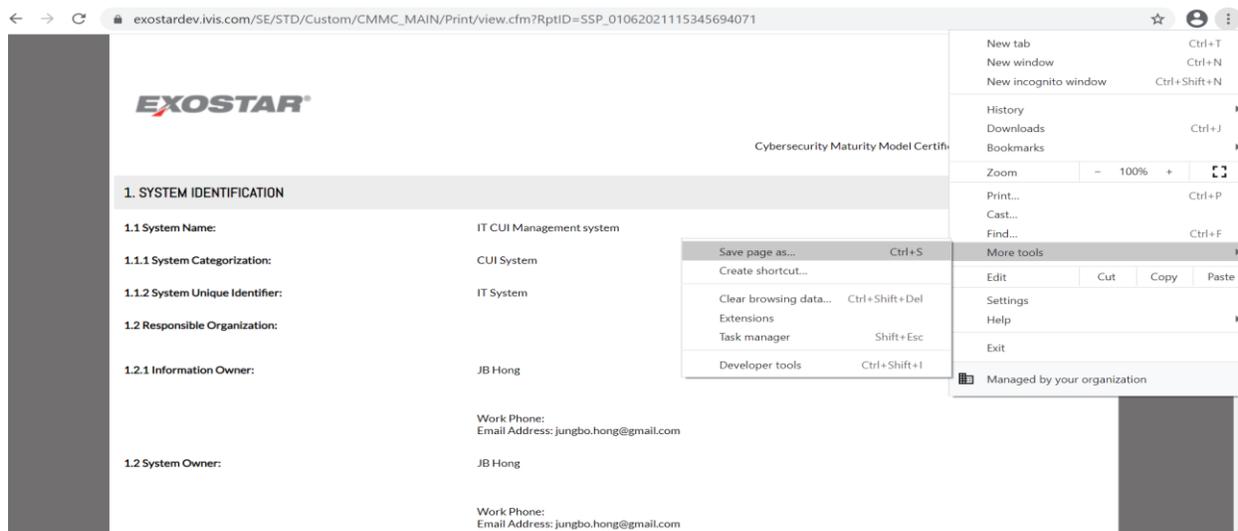Step #2: Select "Save as PDF" and save it.
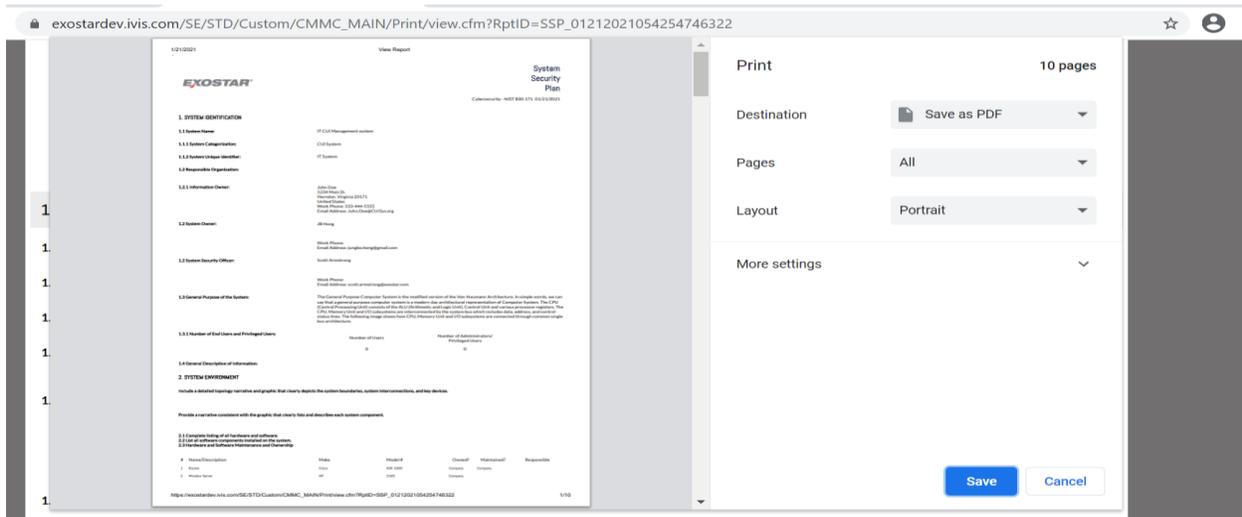
Step #3: Name and save the doc locally (Note: please check the size of the file since this uses print function and the file size may be large).
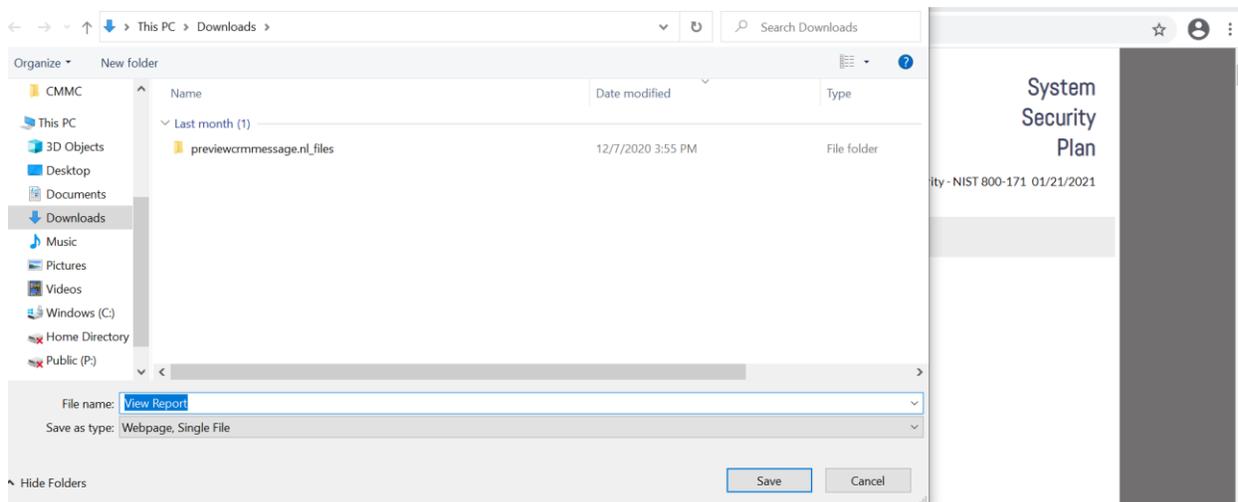
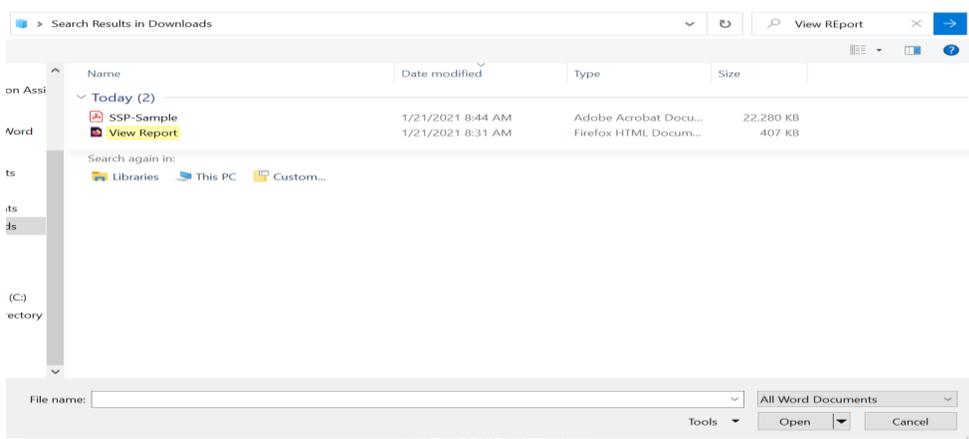## Option 2 - Downloading and editing the doc via Microsoft Word

Step #1: Go to browser menu and select More tools and Save page as..

Step #2: Name and save the doc locally (Note: the file format is html).

Step #3: Open Microsoft Word application. Go to File menu and open the downloaded html file.

Step #4: When the downloaded doc is opened in Microsoft Word, the layout is not aligned with Microsoft Word format. Go to Layout in the Word menu and select Landscape in Orientation.
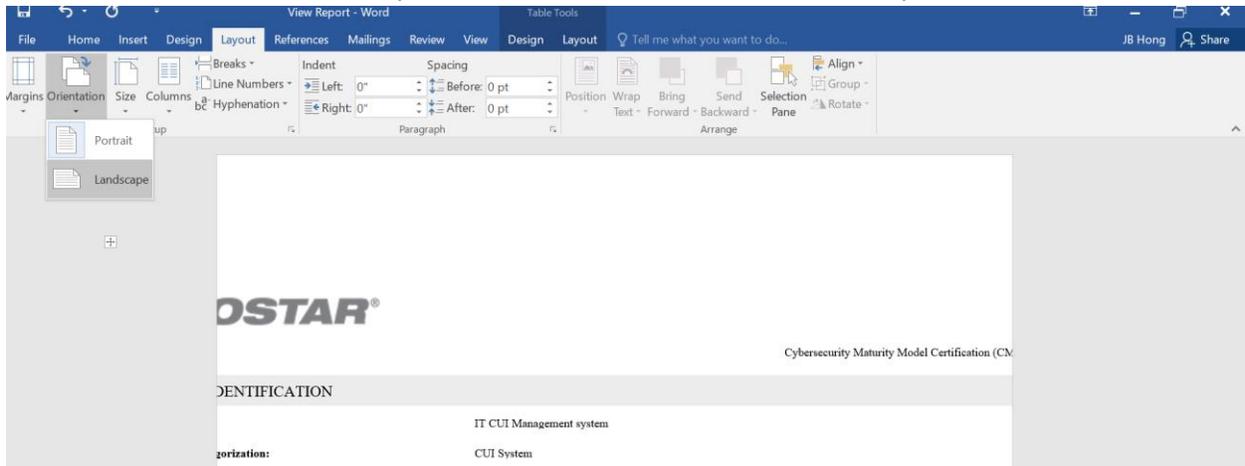
Step #5: Once the layout is changed to Landscape, the doc is aligned with Word. User can modify style and save the doc in either word format or PDF format.