






The Do's and Don'ts for preserving your Educational Certificates.

An ounce of prevention is really worth a pound of cure. Giving your certificates proper attention and care today can save you time and energy tomorrow. Here are some tips to guide you in preserving and protecting your educational certificates and other important documents:

- 1 Do store documents flat this will help prevent distortion. Don't laminate or store certificates 

Always remove any rusty paper clips or staples. Proper handling and storage of your certificates will ensure their longevity. Improper storage increases the risk of distortion, scratches, tears, and bends. 
- 3 Do store items individually. Store and seal your certificates in plastic sleeves that fit into a labelled three-ring binder that allows for easy access. 

Do not eat and drink near your certificates. Liquids destroy certificates. To avoid disasters, store your certificates in a dry, cool place where water and dampness can't reach them. 
- 5 Keep all certificates out of direct sunlight. Remember that extreme temperatures damage certificates. Store all certificates in moderate temperatures and in locations where humidity is low. 

Don't give your certificates to unauthorised persons. Unauthorised persons can steal, scan or copy your certificate and use it for illegal purposes. 