



Excel

Prepare a PDF for print with **PSI**.

1. Click the **Microsoft Office Button** in the top left corner, select **Save As**, and click **PDF/XPS**.
2. In the **File Name** list, type or select a name for the workbook.
3. In the **Save as type** list, click **PDF**.
4. Next to **Optimize for**, click **Standard (publishing online and printing)**.
5. Click **OK**, Click **Publish** to create a **PDF***.
5. Email the **PDF*** to **customerservice@psi2go.net**.

PSI can use a PDF for to print a finished publication. PSI, can also correct pictures for printing but **not** text or fonts. The compressed for that the Pack and Go Wizard produces includes all files that the printer needs to make changes and produce the final files for printing.

