



PowerPoint

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

1. Under **File** > in the upper left of the screen
2. Click **Save As** > from the vertical menu.
3. Enter a descriptive name in the **File name: text box**.
4. See **Save as type: Select PDF*** from the drop down menu.
5. Click **Options...** check **Standard (publishing online and printing)**
4. Finish by clicking **“Save”** 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.

