



| **Word** |

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. Click the **File** tab > in the upper left of the screen.
3. Name your file and select the check box that states **Standard (publishing online & printing)**
4. Click **OK** 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.

