



# | 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 [nmiddleton@psi2go.net](mailto:nmiddleton@psi2go.net).

