



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

