

Sending files Using the Print/Mail Webform

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About PDF Documents:

The **ONLY** file permissible for printing is an Adobe Acrobat (PDF) file.

Why use a PDF file:

- 1) The person receiving a Word file must have the same fonts on their computer as you for the document to appear the same. If not, Word will make substitute a font that will change the look of your document. The recipient has no way of knowing that you had used a different font.
- 2) When Word opens your document on another computer, it will alter the layout of your document if the recipients default printer has a different print area. This can result in a drastically different document than what you had intended.

A PDF document locks in your fonts and your layout, which ensures that your print job will look like your original.

You can note the type of file by the icon  and the extension. MyFile.**pdf**.

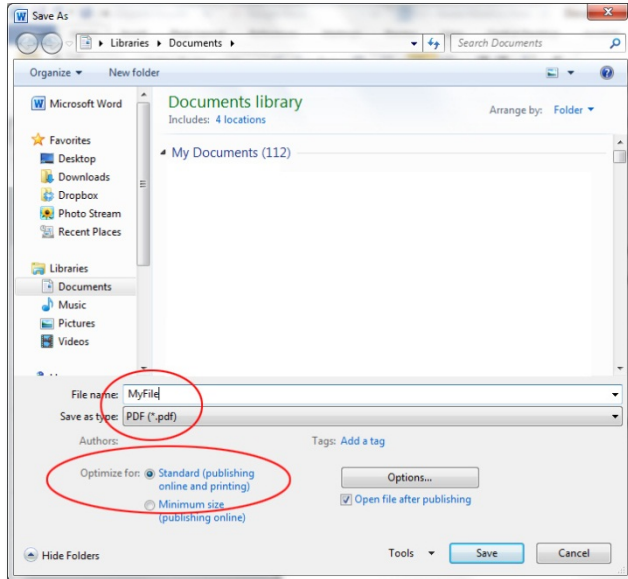
Best originals for publishing when converted to a PDF.

1. Microsoft Publisher (Best)
2. Microsoft Word or Apple Pages
3. Microsoft Excel or Apple Numbers

Do NOT use PowerPoint for creating printed documents. Use Microsoft Publisher instead.

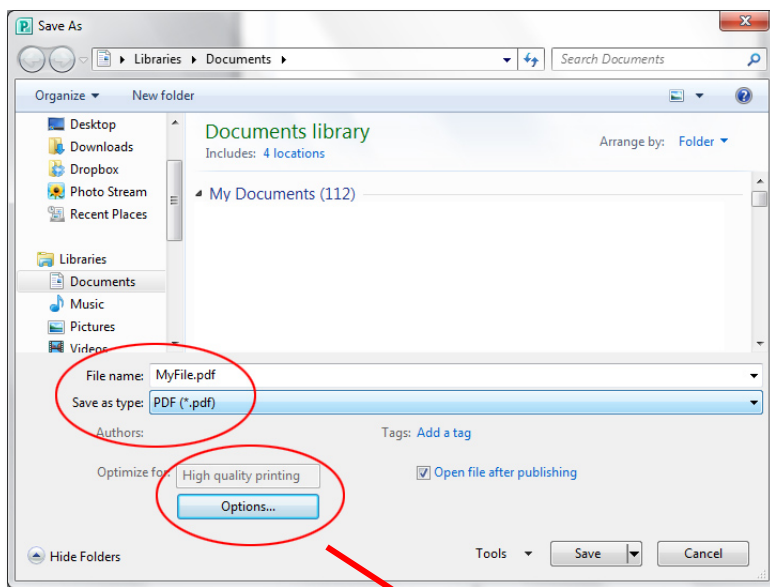
How to create a PDF file from Microsoft Word.

1. Select FILE
2. Select SAVE AS
3. Select SAVE AS TYPE = PDF.
4. Check the button "Optimize for: Standard: publishing online and printing."



How to create a PDF file from Microsoft Publisher.

1. Select FILE
2. Select SAVE AS
3. Select Save As Type = PDF



4. Make sure your PDF is optimized for High quality printing before saving.

