| ACROBAT |

**Check your PDF
for print with   PSI.**

1. Under **File** in the upper left of the screen go to **Properties...**
   Document Properties dialog box opens.
   a. Under the **Fonts** tab each font must say **Embedded** or **Subset Embedded** here.

2. Under the **View** menu **>** select **Tools** **>** **Print Production** **>** **Output Preview** dialog box opens.
   a. Check separations are in **CMYK*** or Spot colors here.
   b. Check separations are black or grayscale if print is one color*.
   c. If correct go to #4., if you have questions call 800-477-9280.

4. To finish, click **File** **>** **Save As** a pdf* file type.

5. **Email the file to nmiddleton@psi2go.net**
     or upload to our ShareFile* account.