| Excel |

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. In the **File Name** list, type or select a name for the workbook.

3. In the **Save as type list,** click **PDF.**

4. Next to **Optimize** for, click **Standard (publishing online and printing).**

5. Click **OK,** Click Publish to create a **PDF*.**

5. Email the **PDF*** to **nmiddleton@psi2go.net.**