

## How to Send PDF's to avoid formatting errors:

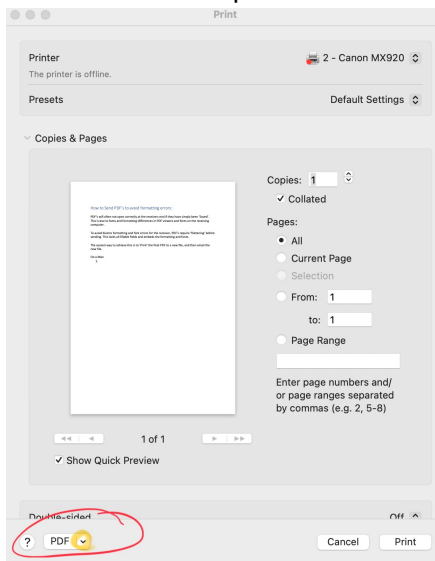
PDF's will often not open correctly at the receivers end if the PDF has simply been 'Saved' and then sent via email. This is due to fonts and formatting differences in PDF viewers and fonts on the receiving computer.

To avoid bizarre formatting and font errors for the receiver, PDF's require 'flattening' before sending. This locks all fillable fields and embeds the formatting and fonts.

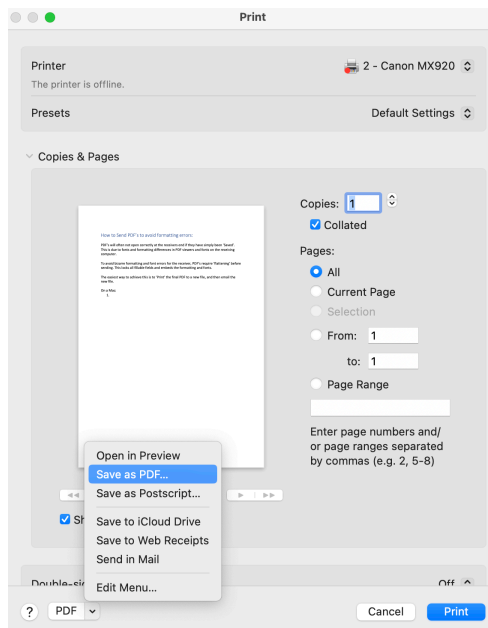
The easiest way to achieve this is to 'Print' the final PDF to a new file, and then email the new file.

### On a Mac:

1. ⌘P (Print). Click on the down arrow next to PDF option at the bottom of the dialog box.



2. Scroll down to 'Save as PDF...' and click.



- Enter file name (as determined by required file naming convention) and click 'Save'. Submit this new document (which should open on any device correctly) to USANZ.

Save As:

Tags:

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Title:

Author:

Subject:

Keywords:

Security Options...

New Folder Cancel Save

### On a PC:

- Navigate to Print (Ctrl + P)
- Select printer 'Microsoft Print to PDF'

Print

Name:  Properties

Copies:   Collate  Print as grayscale  Print as image  Bleed Marks

Preview  
 Zoom: 100%  
 Document: 8.5 x 11.0 inch  
 Paper: 8.5 x 11.0 inch

Print Range  
 Current view  
 Current page  
 All pages  
 Pages:  / 28  
 Sample: 1,5-9,12  
 Subset:   
 Reverse pages

Print Handling  
 Scale  Tile Large Pages  Multiple Pages Per Sheet  Booklet  
 None  
 Fit to printer margins  
 Reduce to printer margins  
 Custom scale  
 Choose paper source by PDF page size

Print on both sides of paper  
 Flip on long edge  
 Flip on short edge  
 Auto-Rotate  
 Auto-Center

Orientation

Print What

Output  
 Simulate Overprinting

Advanced OK Cancel

- Click OK. Enter file name (as determined by required file naming convention) and click 'Save'. Submit this new document (which should open on any device correctly) to USANZ.