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. HP (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.

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3. 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.

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On a PC:

- 1. Navigate to Print (Crtl + P)
- 2. Select printer 'Microsoft Print to PDF'

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