

I-CORE PROJECTS

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Instructions



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Advantages of a PDF:

PDF's are the preferred file format for a majority of printing service bureaus. They allow files to be transferred between computers without the risk of formatting and font errors. PDF's can be created from any application using Adobe Acrobat. Once you have created your PDF you will be able to take it to any printer for quick output. Mr. Copy will be able to process your order much faster than if you were to bring in the native Word or Excel files. The following is a set of instructions that will guide you through the process of creating a master PDF from several different files.

1. Creating the PDF:

- Select **File and Print** from the tool bar
- Choose **Adobe PDF** from the printer drop down tab
- Select **Properties**
- From the conversion settings drop down menu choose **Press Quality**
- Choose OK



