



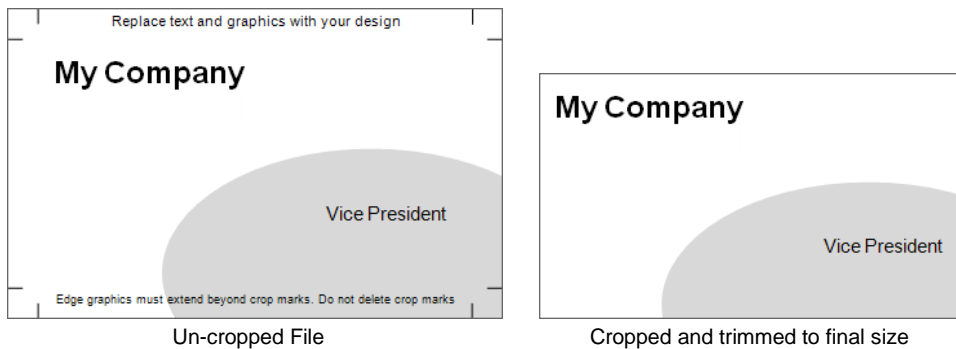
PrintMyPDF.com Instructions for Microsoft Word Templates

Step 1) Open the template file for the type of document you need to print. The filename of each template indicates the document type.

Example: *PrintMyPDF Business Card Template Horizontal.doc*

Step 2) Edit the text and graphics as needed, leaving crop marks untouched.

The crop marks are visible in the corners and serve as a guide for the printer when cutting your documents to their final size.



Step 3) Save As a PDF file.

How to save as a PDF:

Word 2007:

You can download the Word PDF Add-in from Microsoft here:

<http://www.microsoft.com/downloads/details.aspx?displaylang=en&FamilyID=f1fc413c-6d89-4f15-991b-63b07ba5f2e5>

Choose Save As > PDF or XPS, then choose **Save as type: PDF**

All other versions of Word:

We recommend Adobe Acrobat Standard Edition:

<http://www.adobe.com/products/acrobatstd/>

Note: Save your PDF as a 'Quick and Simple PDF' – in the save options

Step 4) Upload your PDF to PrintMyPDF.com.