



Microsoft Word & Excel



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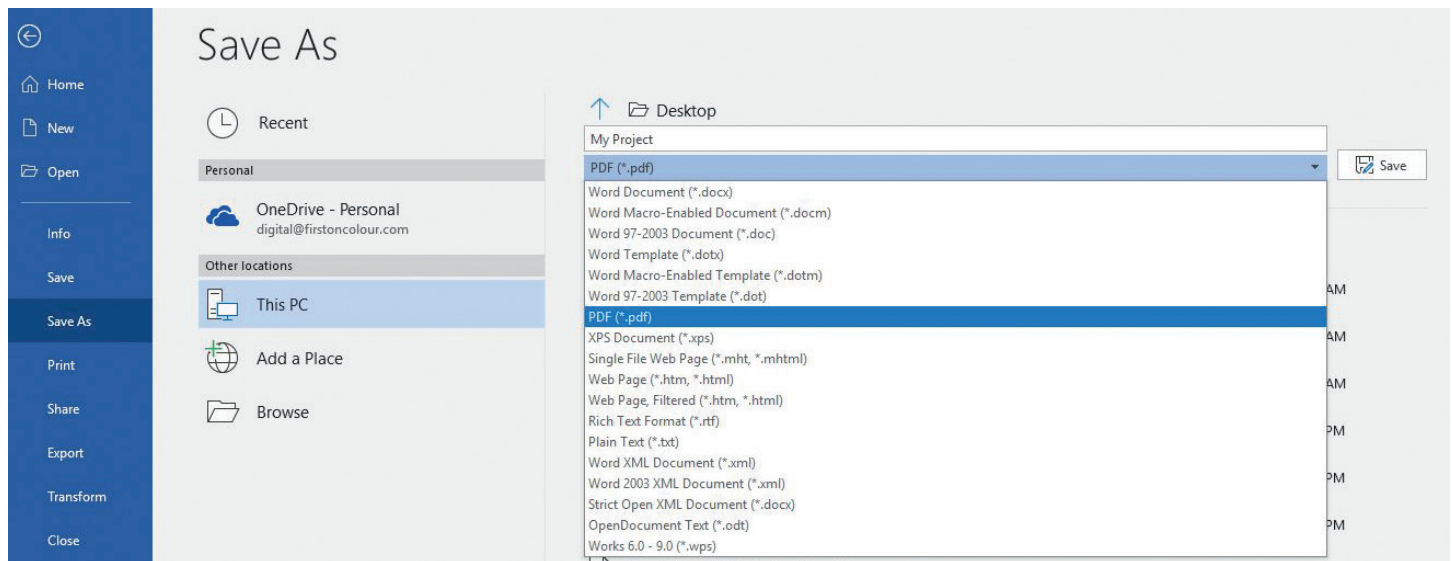


WORD & EXCEL

MICROSOFT WORD

If you have built your project using Word. We prefer that use send us a print ready pdf of the word file. The reason for this is because Word does not embed the fonts you used. Also Word uses your printer, NOT ours to set the page margins resulting in text flow.

The example below shows you how to save as .pdf





WORD & EXCEL

MICROSOFT EXCEL

If you have built your project using Excel. We prefer that use send us a print ready pdf of the excel file. The only exception would be if you are sending us a database for a mailout or merge.

The example below shows you how to save as .pdf

