

## How to Import a Handout in PSS

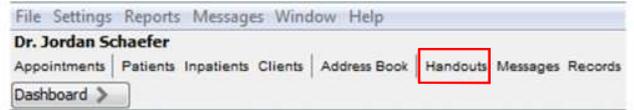
### How to Import a Handout

1. Log into PSS and click the **Handouts** button (**Fig 1**).
2. In the menu bar click the **Edit** button then click the **Import Handout** button (**Fig 2**).
3. Navigate through the window to find the document you would like to import.
4. Select the file and click "**Choose**".

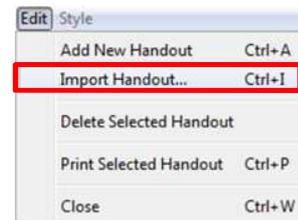
**NOTE:** Word documents cannot be imported. The format of your files must be saved as a **text, HTML, or RTF**. Follow the instructions listed below to convert your word document to an appropriate file type.

1. Open your document in Microsoft word.
2. In the menu bar click **File** then click **Save As**. (**Fig 3**)
3. Select the appropriate file type in the **Save as Type:** **Select Web Page, Rich Text Format or Plain Text.** (**Fig 4**)

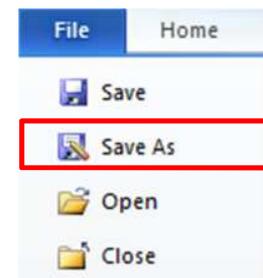
**NOTE:** Importing handouts with the text, HTML or RTF extension can be modified in the PSS window before printing, E-mailing or faxing. To have your handout imported but **not** able to edit, it must be uploaded as a **PDF** file. This can be done by repeating the instructions above and selecting **PDF** as your **Save as Type**.



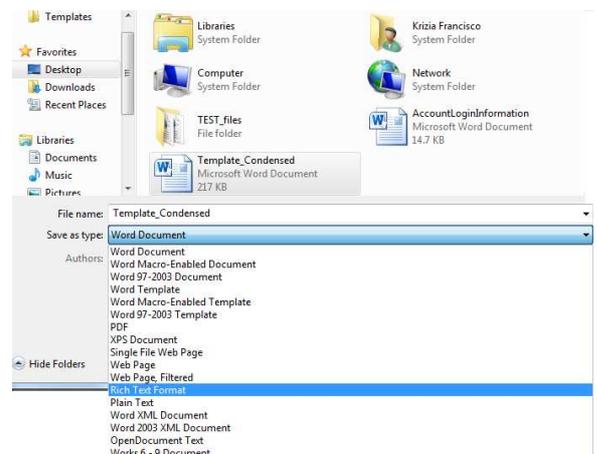
**Fig. 1**



**Fig.2**



**Fig. 3**



**Fig.4**