

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**.

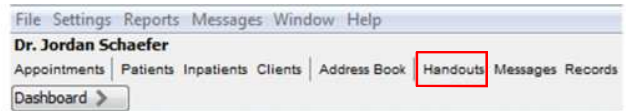


Fig. 1

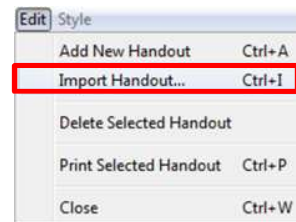


Fig.2

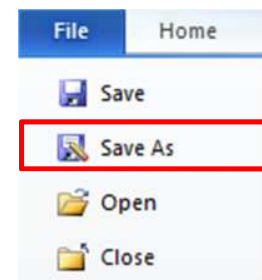


Fig. 3

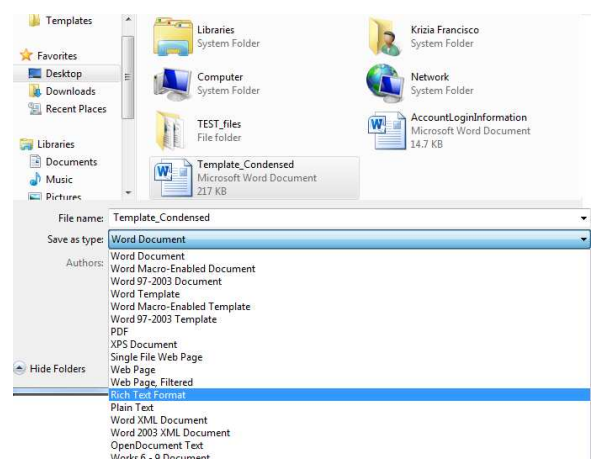


Fig.4