

**Welcome to our Short Lesson on creating a PDF file so you can offer your Brochure/Menu/Document/Orderformetc from your website.**

When you want to offer a Document, Menu, Brochure, Order Form etc. over the internet it is important to transform the file into a **PDF file format** because these types of files are compatible with **all types of devices eg. Old & New Computers, iPhones, iPads etc.**

If you offer a brochure that was created using say MS Publisher then the receiver must have MS Publisher program installed on their computer to be able to open or see it.

Luckily many programs today have the facility to transform their files into a PDF format. (It is in the Print or Save options of MS Word, MYOB, etc). When a document is converted into a PDF format it basically becomes a photo of the document and embedded onto a A4 Page that wont move around or contain various Font, Size, Placement, Colour, etc. settings that often need to be juggled when its an actual document. *(This file you are viewing was created in MS Word and converted to a PDF so you were able to open it via the internet)*

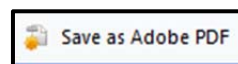
Most people will create a form using MS Word because it is a wordprocessor, you can also use MS Publisher and WordPad. If you don't have any computer skills then I suggest you get an expert to create your form and simply ask for it in a PDF format which most computer users are familiar with. See [www.finditlocally.com.au/b2b](http://www.finditlocally.com.au/b2b) for a list of professionals that can help you.

**Step 1.** Create your own Form/Brochure/Menu using a program you are familiar with. It can be 1, 2 or more pages long but must be within one file.

If you don't have a form to create we offer you our form on the next page to duplicate for practice, you can adjust it to meet with your needs.

**Step 2.** Once you have created it, convert it as a PDF.

**MS WORD convert file to PDF**



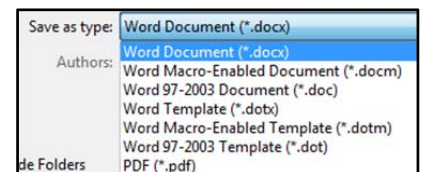
- a. Click on **File** from the main menu
- b. Click on the **Save As Adobe PDF** from the next menu if it is available

or

- a. Click on **Save**
- b. Click on **Save as Type** and select **PDF**

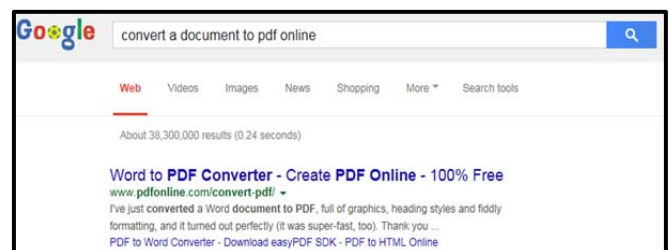
or

- a. Click on **File** from the Main Menu
- b. Click on **Print**
- c. Click on **PDF**



If this fails then do a Google Search for help.

Once you have the PDF file you can then continue onto the Brochure lesson and learn how to upload it to your website.



*Be persistent to learn how to do this so you will have these skills in the future should you wish to send a document from your computer to another computer either via email or website.*

**APPLICATION TO JOIN 'FIND IT LOCALLY'**

Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ PC \_\_\_\_\_

Website URL: \_\_\_\_\_ Date: \_\_\_\_\_

**Select your package:**

\$99 Marketing Website Link: \_\_\_\_\_

\$199 Marketing & Website  \$60 Website Support (2 hours onsite training)

Website Name \_\_\_\_\_  
Eg. Monbulkwinery (One word) this is not a Domain Name

\$299 Marketing & Website  \$120 Online Store Support (2 x 2 hours onsite training)

Online Store Name: \_\_\_\_\_  
Eg. Monbulkwinery (One word) this is not a Domain Name

Eg. Monbulkwinery (One word)

\$55 Domain Name www. \_\_\_\_\_ .com.au needs an ABN

ABN: \_\_\_\_\_

**Business Description:** (This is for Search Engine Listings and Keyword Searches)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5 Keywords for your website:** \_\_\_\_\_  
Do not include your business name

**Payment Method:** (they receive an invoice with 14 days)

Cash  Cheque  Credit Card  Direct Debit  Pay Pal

Total: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once this form is received our local representative will be in touch with you within five working days.  
Should you have any questions please call the office on (03) 5964 4848 Mon to Friday between 9am to 5pm.