

Attention Office 2007 users:

When MS Office 2007 users convert their excel and word files to PDF and upload to SPS system in the attachment tab, some of the files are corrupted due to incompatible versions of PDF software. Microsoft has released add in software that should be downloaded to your local computers to solve this problem.

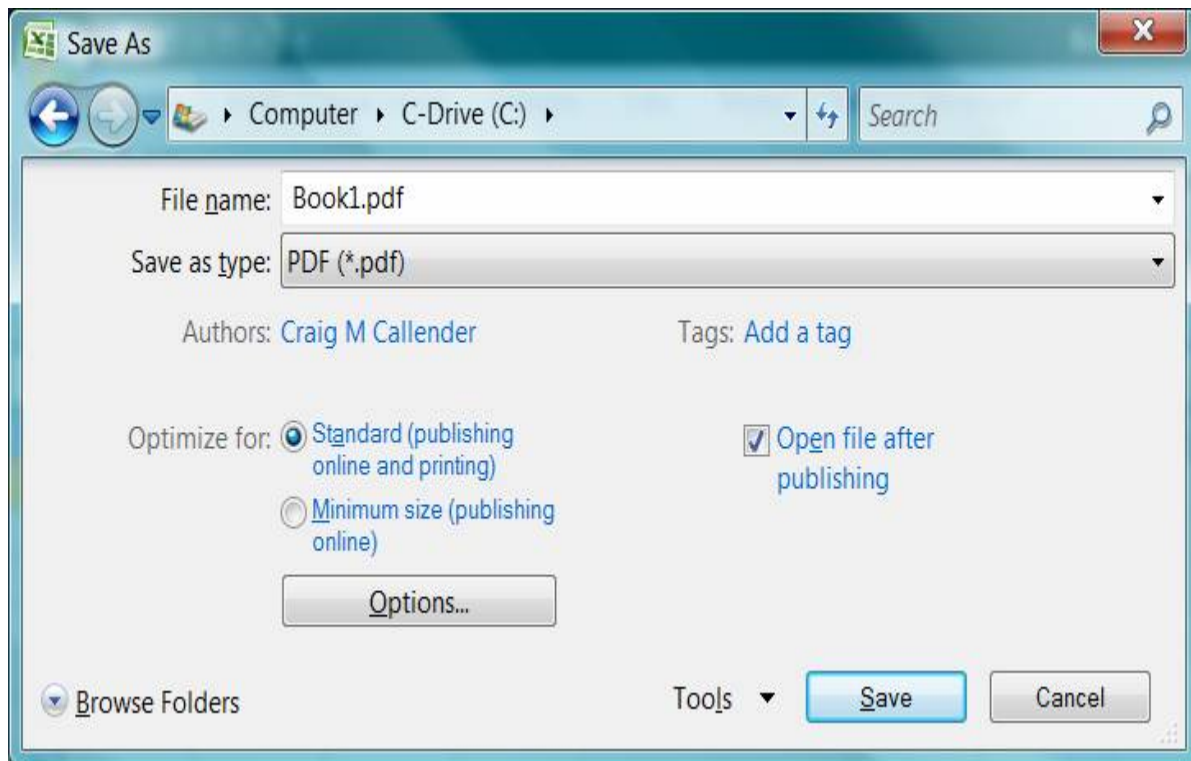
Click the link below to download the Office 2007 Add-in and save it as PDF file.

2007 Microsoft Office Add-in: Microsoft Save as PDF (LINK)

<http://www.microsoft.com/downloads/details.aspx?familyid=F1FC413C-6D89-4F15-991B-63B07BA5F2E5&displaylang=en>

When Users of Office 2007 create documents in word or excel, do the following:

1. Choose File->Save As...
2. Select PDF as Save as type: and click the Options button.



3. Check mark ISO 19005-1 compliant (PDF/A)

