Example: SPCC Business Meal form

Instead of selecting "File, Save As" to save the SPCC Business Meal Form, use "File, Print to PDF"

The Business Meal Form will not appear blank when uploaded into Works and will also fall within size guidelines for receipt attachments

## 1. Once you have finished filling out the form, Click File, Print



2. Use the drop down arrow to change the Printer to Adobe PDF, then click Print

Print	X
Printer: Adobe PDF Properties Act	dvanced Help 🕢
Pages to Print  All  Current page  Pages  I  More Options	Comments & Forms Document and Markups Summarize Comments Document: 8.5 x 11.0in
Poster       Multiple       Booklet         Fit       Actual size       Shrink oversized pages         Custom Scale:       100       %         Choose paper source by PDF page size	
Orientation: <ul> <li>Auto portrait/landscape</li> <li>Portrait</li> <li>Landscape</li> </ul>	
Page Setup	Page 1 of 1 Print Cancel

3. Change the file name if needed and then Click Save:

* U.		
	File name:	spcc-business-meal-form-2018.pdf
S	ave as type:	PDF files (*.PDF)
lide F	olders	Save

**4.** The form will no longer be a fillable form and will not appear blank when uploaded into Works. It will also fall within size guidelines for acceptable receipt attachments.