

## HOW TO PRINT TAGS TO A PDF FILE

There is an ***optional*** process of "Printing Tags To PDF". In other words, instead of using your own printer, your tags get published to a PDF file that you can save and bring or email to an office supply store (i.e. Staples / Office Max /Kinkos etc.). It is really easy and will actually save you money!

Advantage:

1. You may not have access to a laser printer.
2. Save on your own printer supplies, such as expensive ink cartridge.
3. The laser printer tags will scan **everytime** at check out, reducing possibility of an error during manual input.

### **6 Easy Steps!**

1. Enter all your inventory into your online Two Times Around account
2. Download and install a free .pdf converter such as <http://get.adobe.com/reader/>
3. From Your portal Item Entry page, click on "**print all tags**" and select pdf as your "printer"
4. This will generate a file that you can save on a memory stick or email to your store.
5. Don't forget to either bring the store card stock, or specify to them that the file is to be printed on medium weight, **white** cardstock.
6. Cut and tag your items and wa-la!

Please email or call if you need help.

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