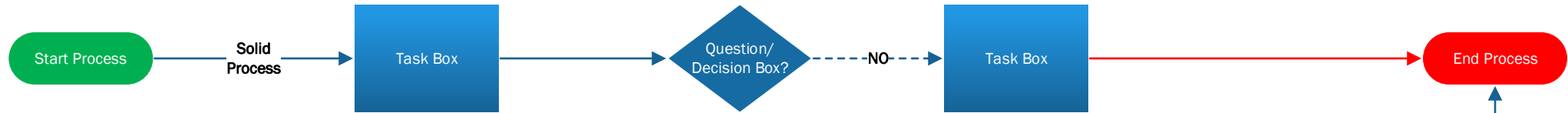
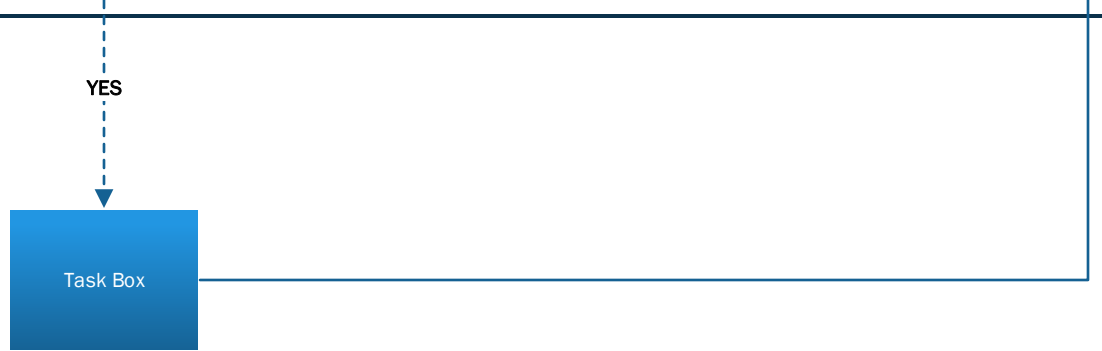


Role/Function



Role/Function

Outside of full process but happens box



# File/Process Name

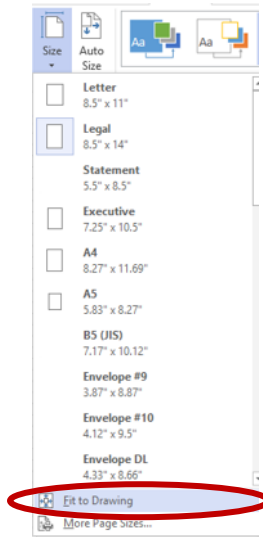
<b>AUTHOR:</b>	Cathy Hennes
<b>APPROVER:</b>	

<b>REVISION TABLE</b>
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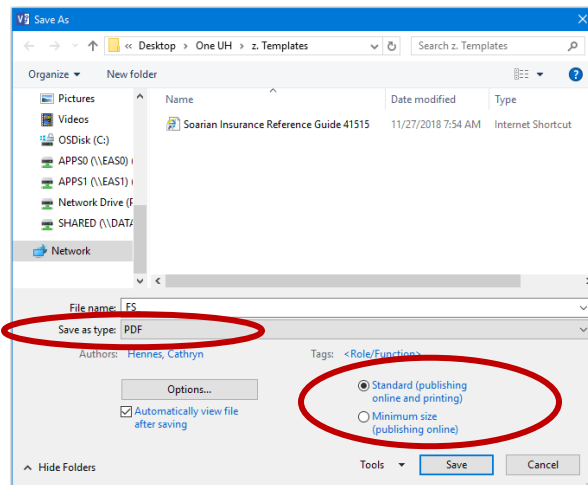
REV	DATE	DESCRIPTION OF CHANGE
		New Future State Workflow

## Working, Saving, and Printing Workflows

1. Do not “scrunch” workflows. Allow the workflow to go horizontally and vertically as long as it needs to go to avoid confusion.
2. Once ready to save to PDF, first, Design/Size/Fit to Drawing. This will allow the Visio to re-shape to the Visio Workflow drawing.



3. Save to PDF. File Save As. Choose your saving location. Change Save As Type to PDF and give your file a name (or keep the Visio name to match). Also, confirm Standard is chosen otherwise the quality may suffer. By using Save As vs Print to PDF, the Reader file will retain the same size as the original Visio file.



4. Print from PDF. Open Acrobat Reader. The size of the PDF is the original size of the Visio. If you need to print and want all of it on an 8.5x11 page, use the Print Options to Fit to a Letter Size Paper. Using Fit allows the process flow to shrink in aspect to the Letter Size Paper.

