

# How do I use this disk?

On this computer disk, you will find that information is presented in both Word and Excel and also in PDF format. What does that mean?

If you have Microsoft Office with Word and Excel, you can use the Word and Excel files (for the most part). They were created using Microsoft Office 2003. If you have a version of Office that is older, it may not open these files as well for you. Microsoft Office is backwards compatible meaning Office 2003 and newer versions should display these files just fine.

If you don't have Office 2003 or newer, you will need to use the PDF files. All you need to view these files is Adobe Reader which can be downloaded for free at [www.adobe.com](http://www.adobe.com). You may already have this installed on your computer already. Most people do.

While the PDF versions are "read-only", meaning they can only be viewed and printed, you can actually type right into the Word and Excel files and save them on your computer. If you use the PDF versions, you will have to fax or mail them back to us. If you use the Word or Excel files, you also have the option of emailing the files back to us with your information typed right in the file.

Please keep in mind that in Excel, each "page" of the price list is its own tab in the workbook. If you look towards the bottom of the screen you will see tabs labeled "Page 1", "Page 2", and so on. All you have to do is click each tab to view that page of the list.

As always, if you are still having trouble with these disks or if you just don't like doing things digitally, we can fax or mail you hardcopies of these lists as well as personally help troubleshoot your problems with the digital files. Just call us at 216-398-1288 or 800-648-0798. You can also send us email to [mike@wintergreens.com](mailto:mike@wintergreens.com) and [shannon@wintergreens.com](mailto:shannon@wintergreens.com). These disks are meant to be a "greener" choice for the earth and also make things easier for you. If that isn't happening, and you are frustrated and about to use the disk as a Frisbee or coaster, just call us instead. We are happy to help! ☺

Please also remember, our color catalog is our website found at [www.wintergreens.com](http://www.wintergreens.com).

Thank You!

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