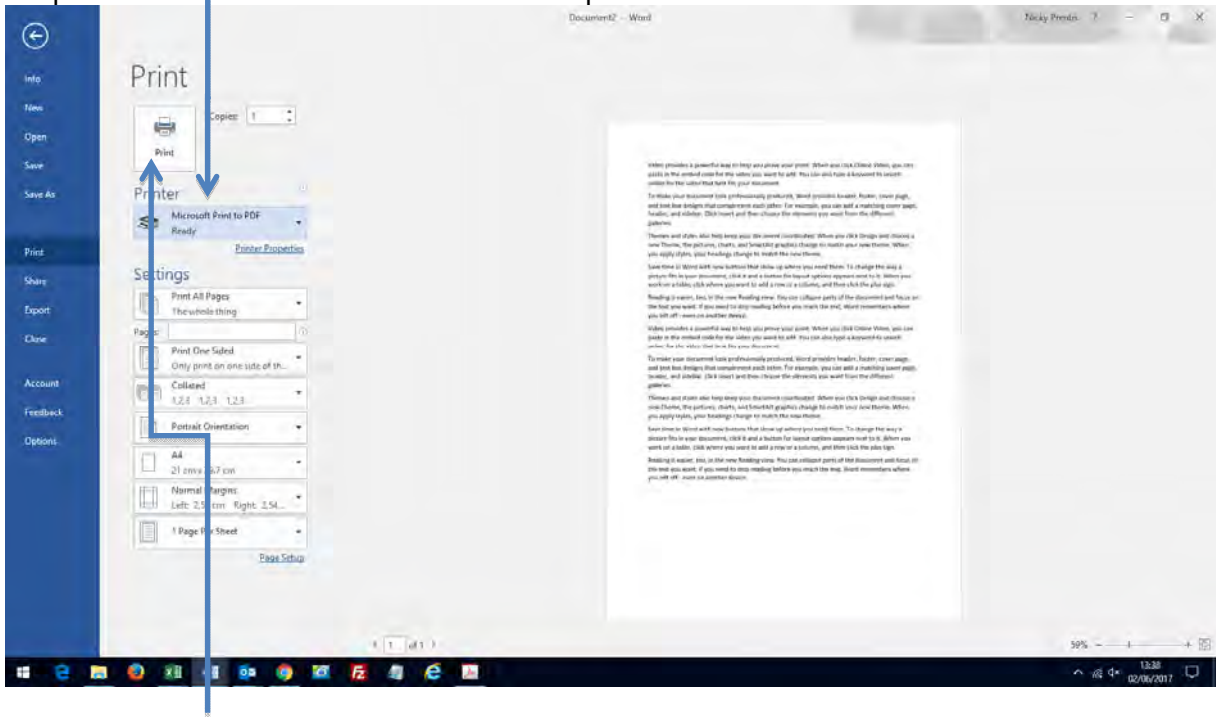


Creating print ready PDFs from Word 2016

Creating print ready PDF files in Word 2016 is very straightforward.

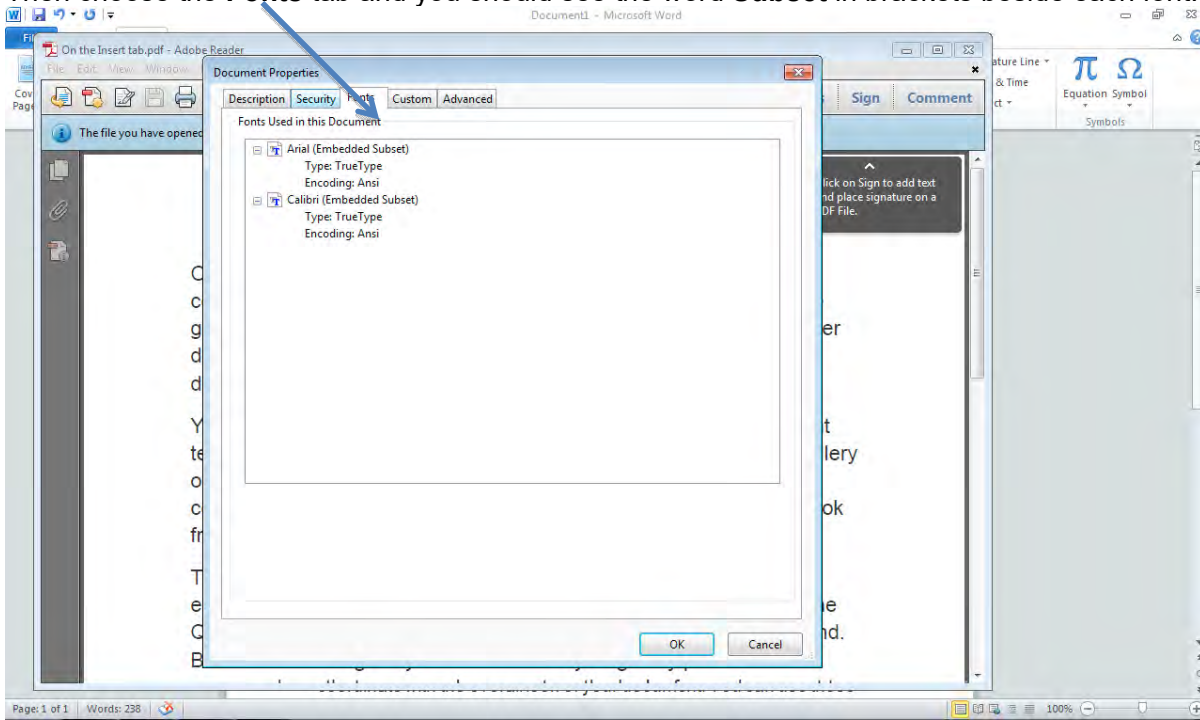
When you are ready to make your Word document into a print ready PDF then go to File then Print and pick Microsoft Print to PDF from the list of printers.



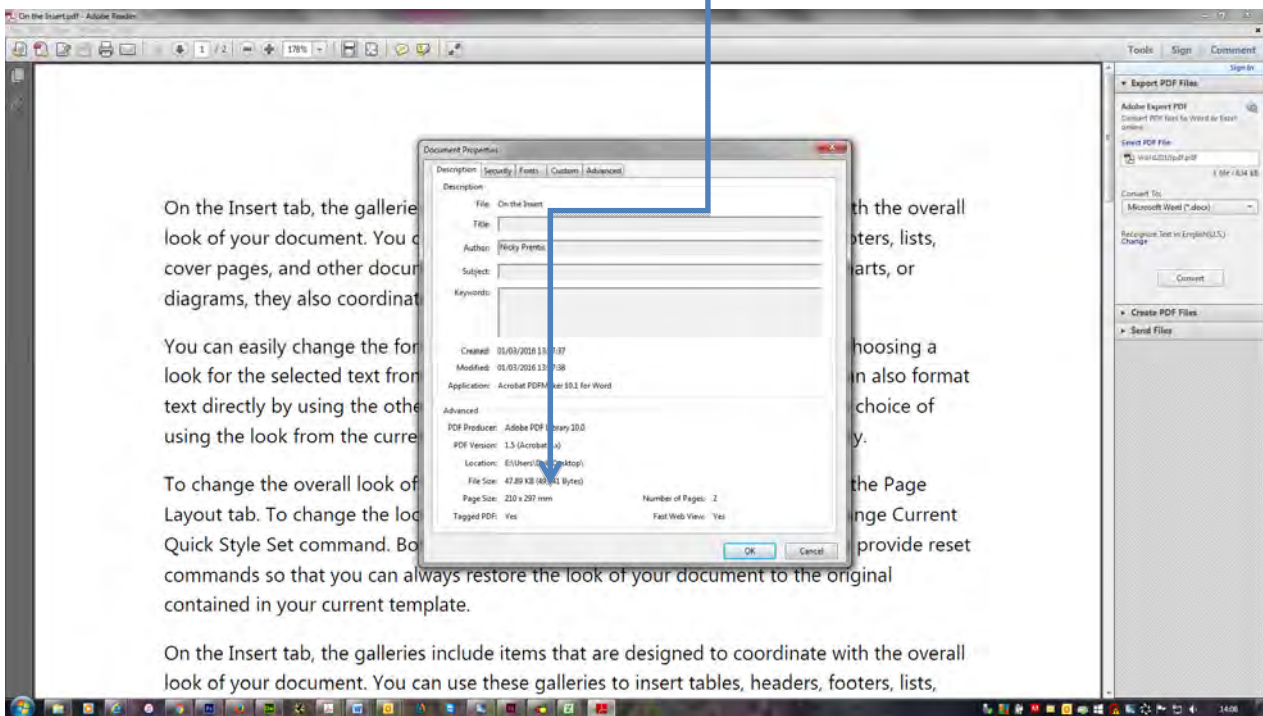
Simply press Print and choose where you are going to save your document on your computer.

To check that the fonts are embedded then open your PDF in Acrobat Reader and choose **File** and **Properties**.

Then choose the **Fonts** tab and you should see the word **Subset** in brackets beside each font.



To check that your PDF is set to the correct trim (book size) then in Adobe Reader go to **File** and **Properties** and in the **Description** tab look at **Page Size**.



Your PDF is now ready to send to Biddles. This can be done by uploading via our website at <http://www.biddles.co.uk/upload-print-ready-files/>