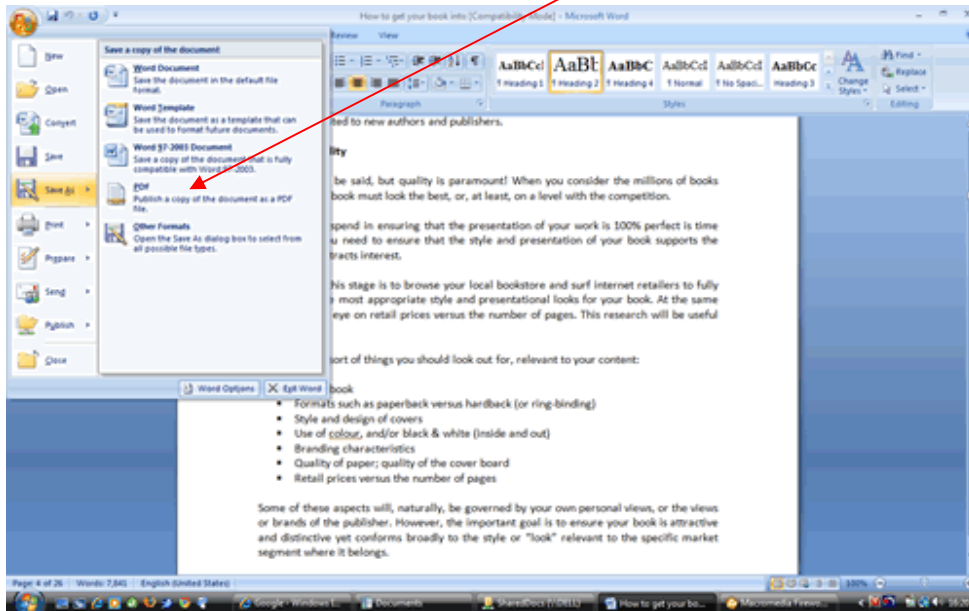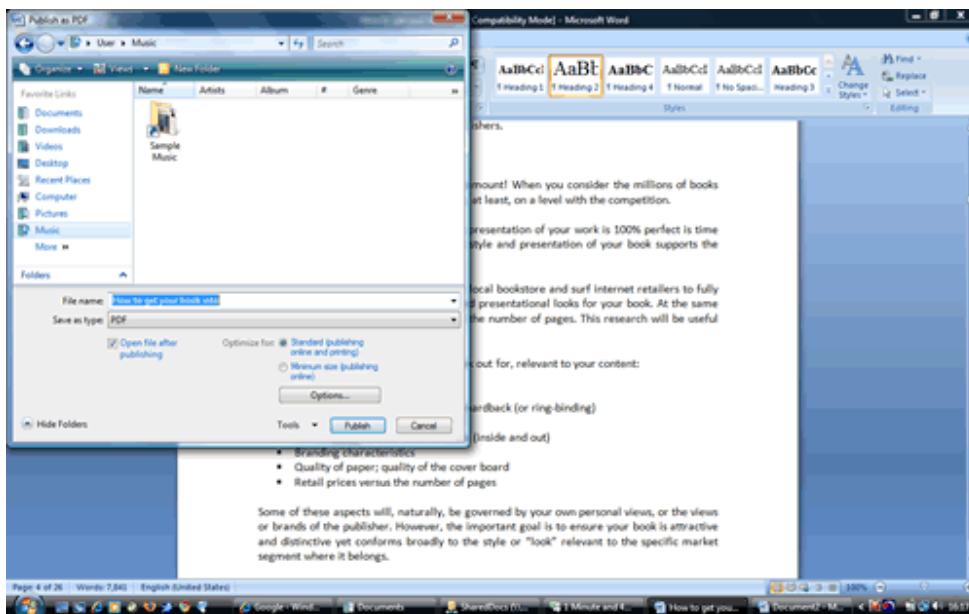**Creating print ready PDFs from Word 2007**

To be able to create a print ready PDF in Word 2007 you will need to check whether you have the add on to do this already installed on your PC.

To check go to the Office button in Word 2007 (top left hand corner) and click on it so that it drops down. Hover your mouse over the Save As options.
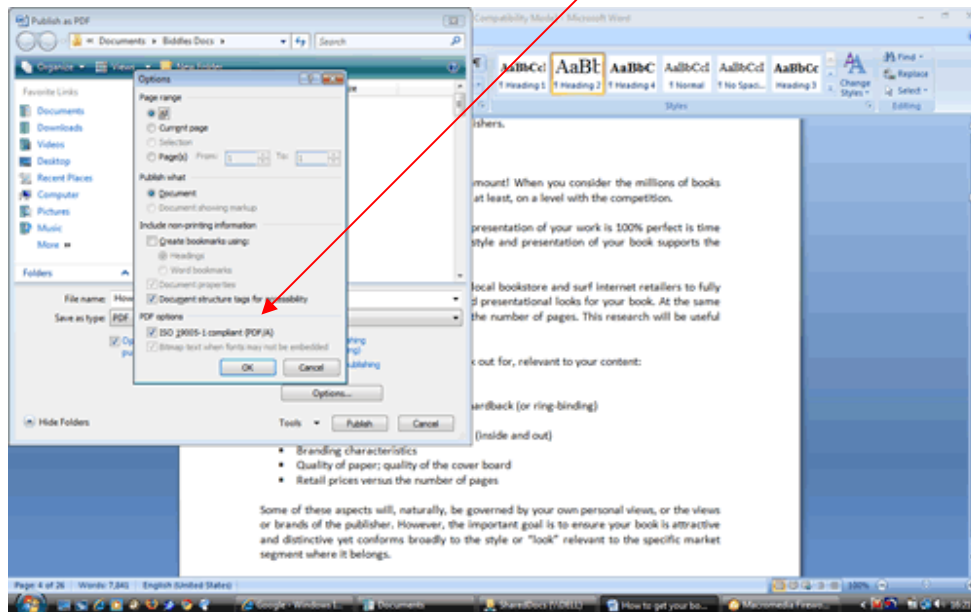

Open the document that you want to save as a PDF and then go the Office button and click on it so that it drops down. Choose Save As PDF.

Before you press the Publish button check that Standard is selected in Optimise for and then click on the Options button.

When the Options window pops up make sure that you select ISO 19005-1 compliant (PDF/A) under PDF options. **It is essential that this is selected otherwise the fonts will not be embedded in the PDF and it will not be print ready.**

Your PDF is now ready to send to Biddles. This can be done by e-mail (up to 5MB) or via the secure upload facility on our website at http://www.biddles.co.uk/upload-print-ready-files/

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