Creating print ready PDFs from Word 2010

Creating print ready PDF files in Word 2010 is very straightforward.

When you are ready to make your Word document into a print ready PDF then go to File then Save As and let **Save as type** drop down and then choose **PDF**.



Before you click Save click on the button that says **Options** and **tick 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.



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.

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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**.

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