
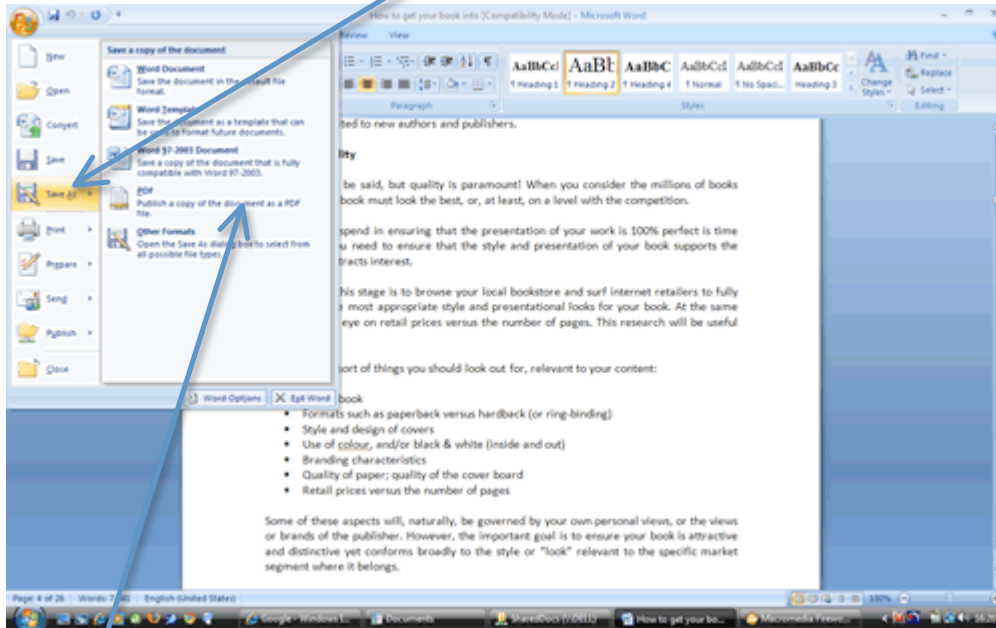


Creating print ready PDFs from Word 2007

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.

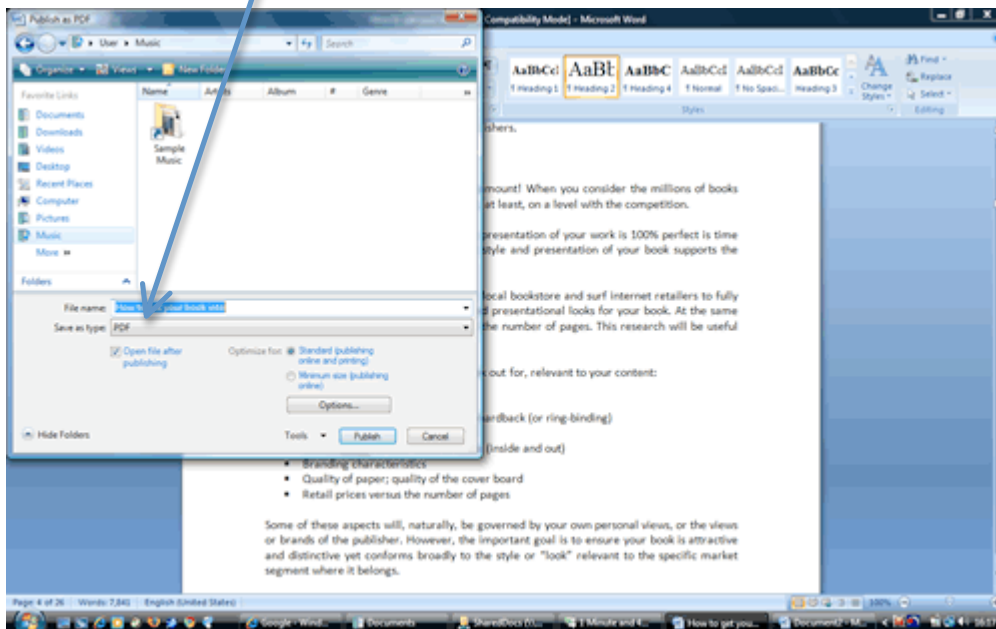
To check go to the Office  button in Word 2007 (top left hand corner) and click on it so that it drops down. Hover your mouse over the **Save As** options.



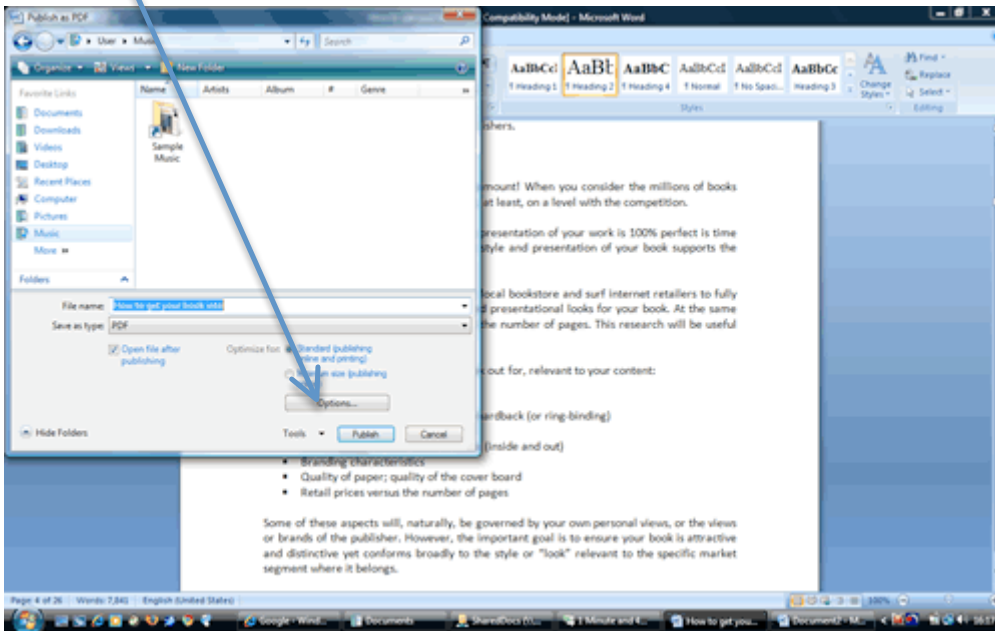
If you don't see PDF listed as one of the options then you will need to download and install the **Microsoft Save as PDF** add on from the Microsoft website at:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=F1FC413C-6D89-4F15-991B-63B07BA5F2E5&displaylang=en>

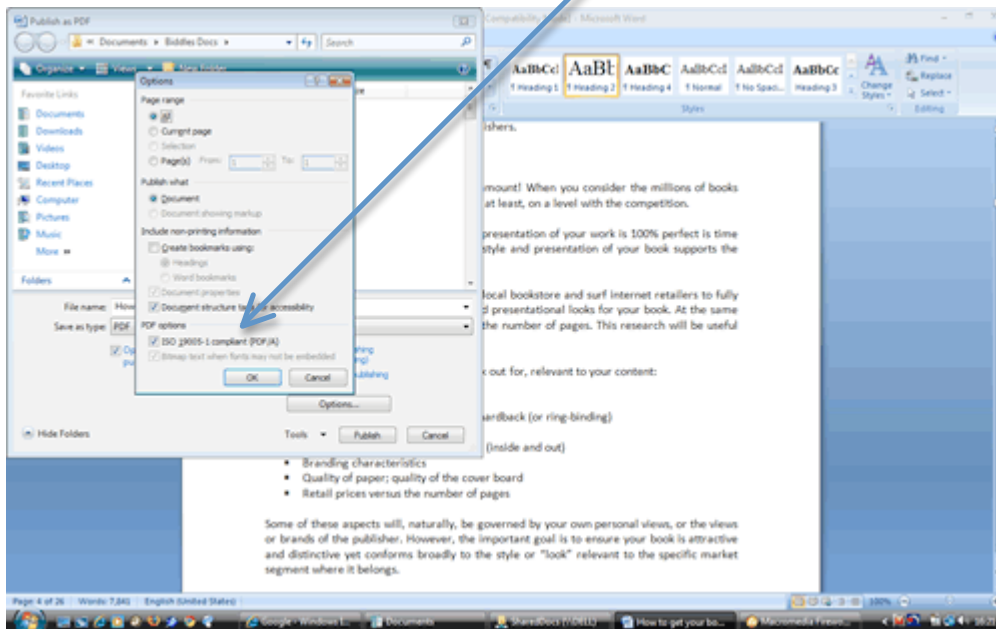
Open the document that you want to save as a PDF and then go the Office button and click on it so that it drops down. Choose **Save as type PDF**.



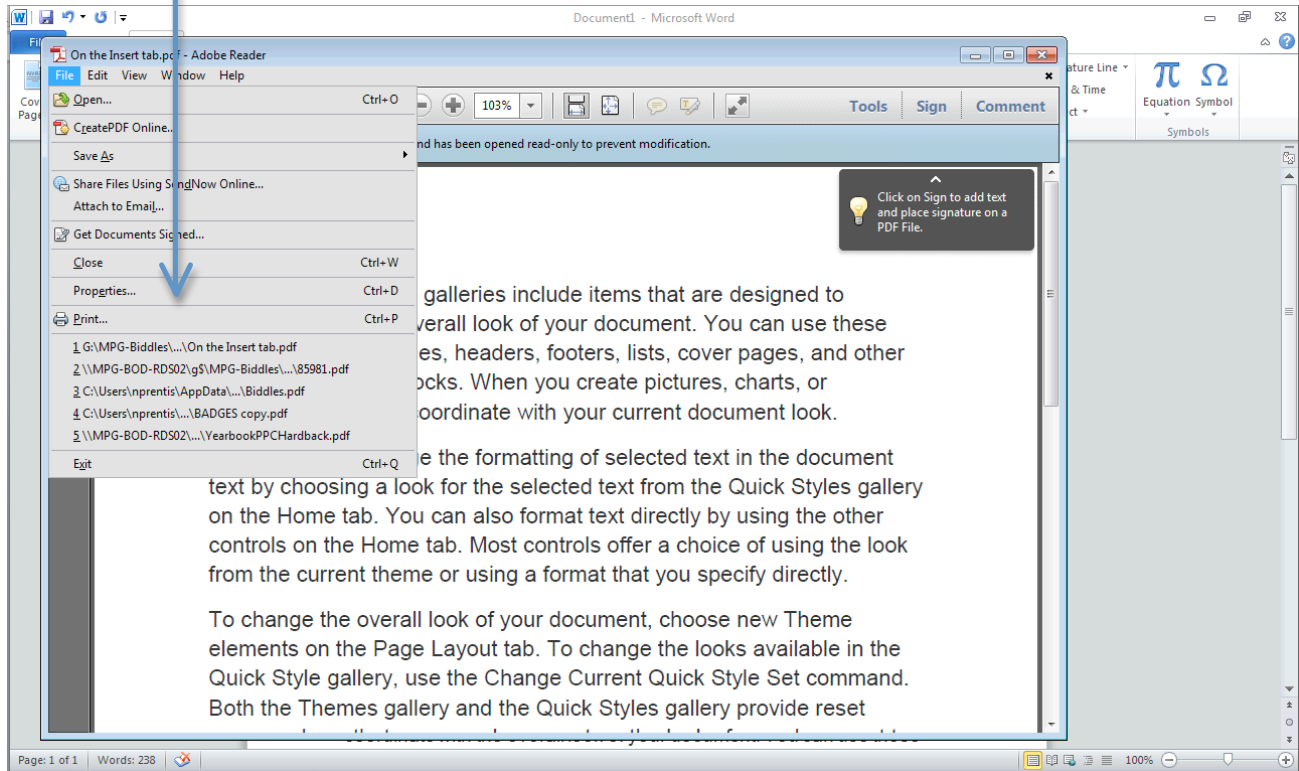
Before you press the Publish button check that **Standard** is selected in **Optimise for** and then click on the **Options** button.



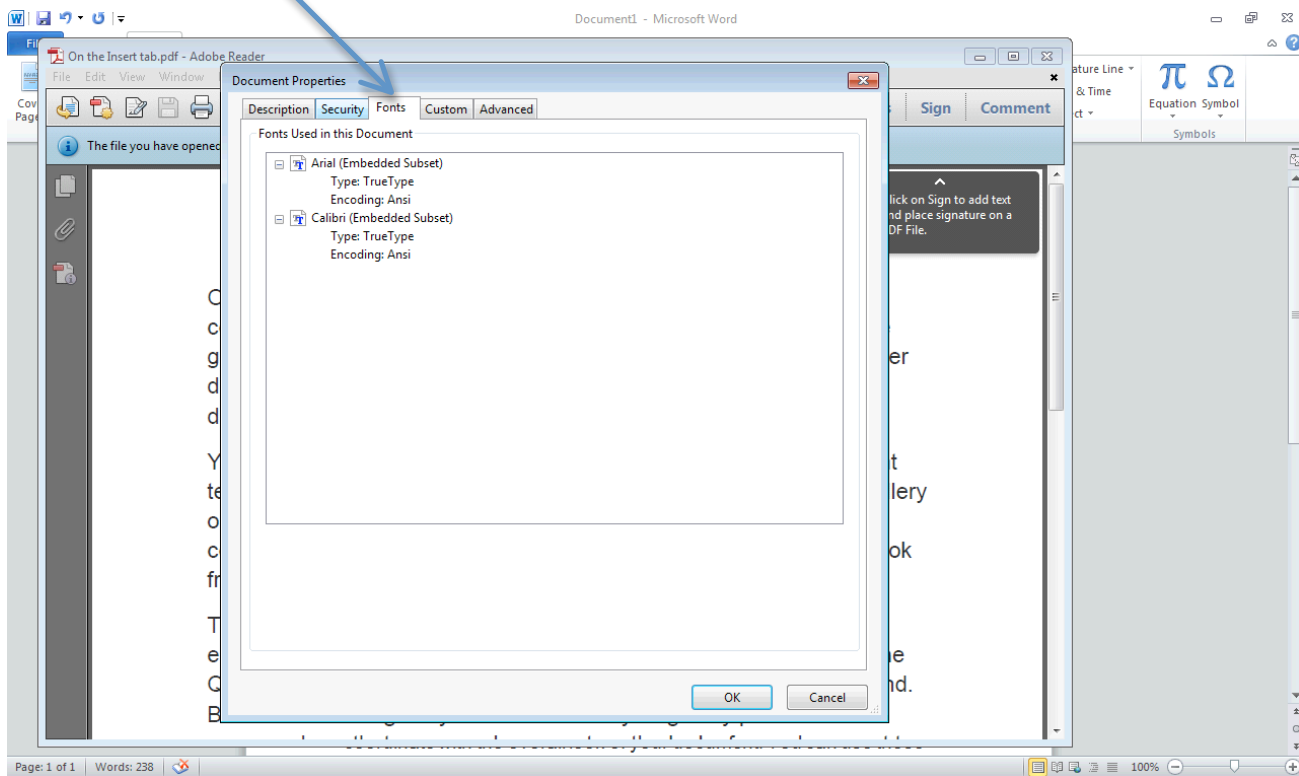
When the Options window pops up make sure that you tick **ISO 19005-1 compliant (PDF/A)** under **PDF options**. It is essential that this is selected otherwise the fonts will not be embedded in the PDF and it will not be print ready.



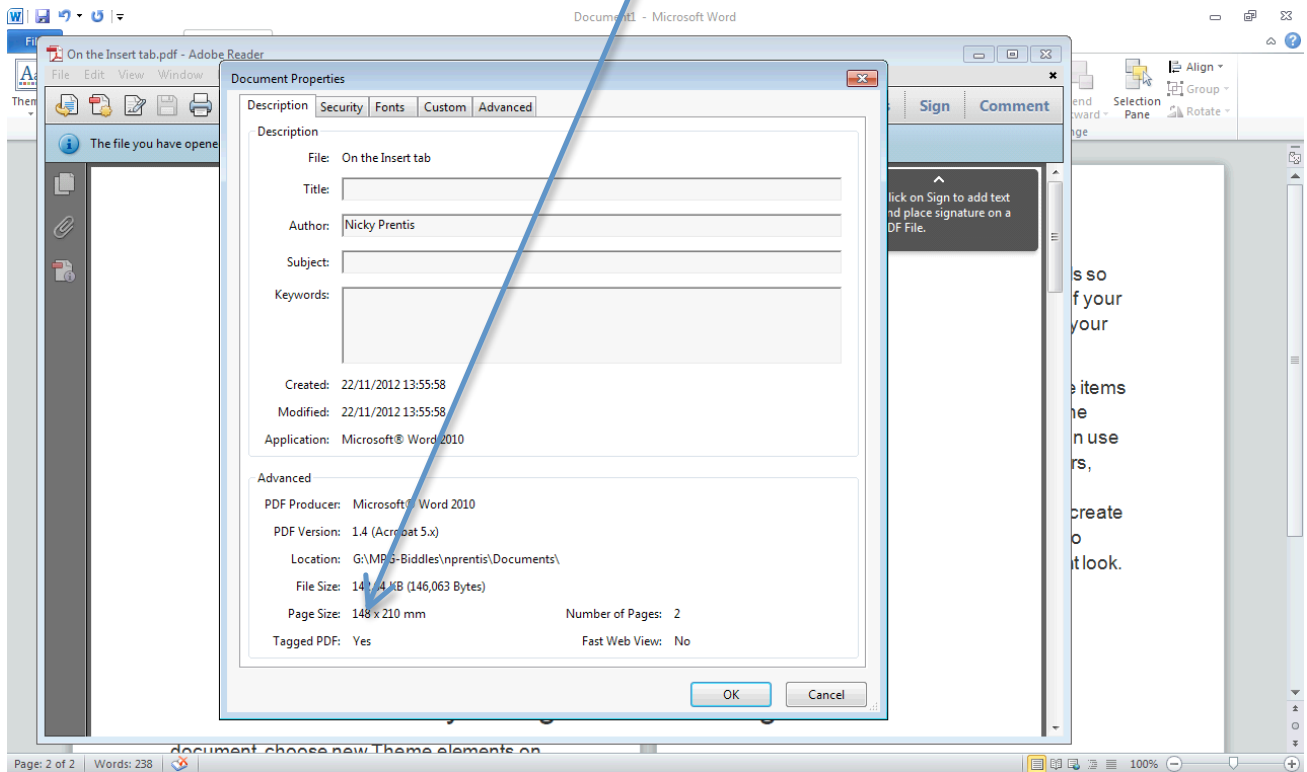
To check that the fonts are embedded then open your PDF in Acrobat Reader and choose **File** and **Properties**



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



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 Berforts. This can be done by e-mail (up to 5MB) or uploaded via WeTransfer at www.wetransfer.com for the attention of nprentis@berforts.com