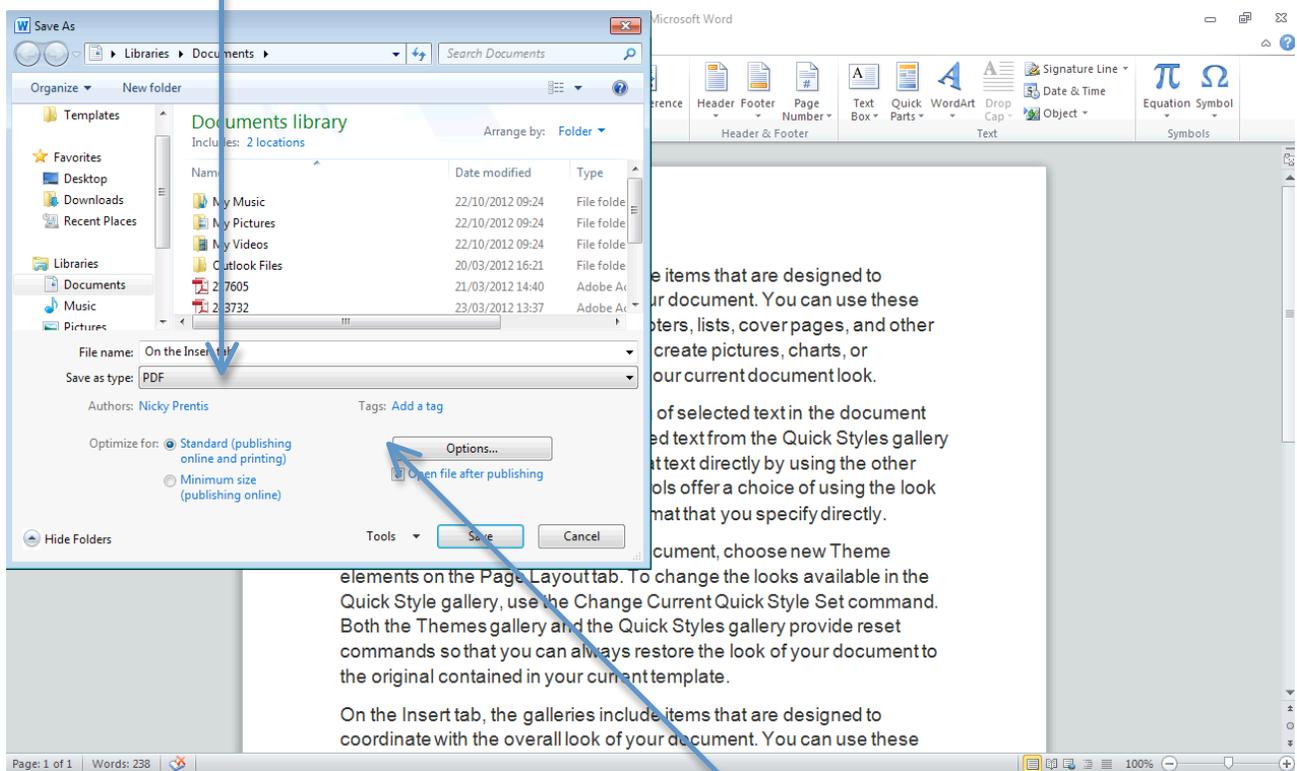# Creating print ready PDFs from Word 2010

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.**
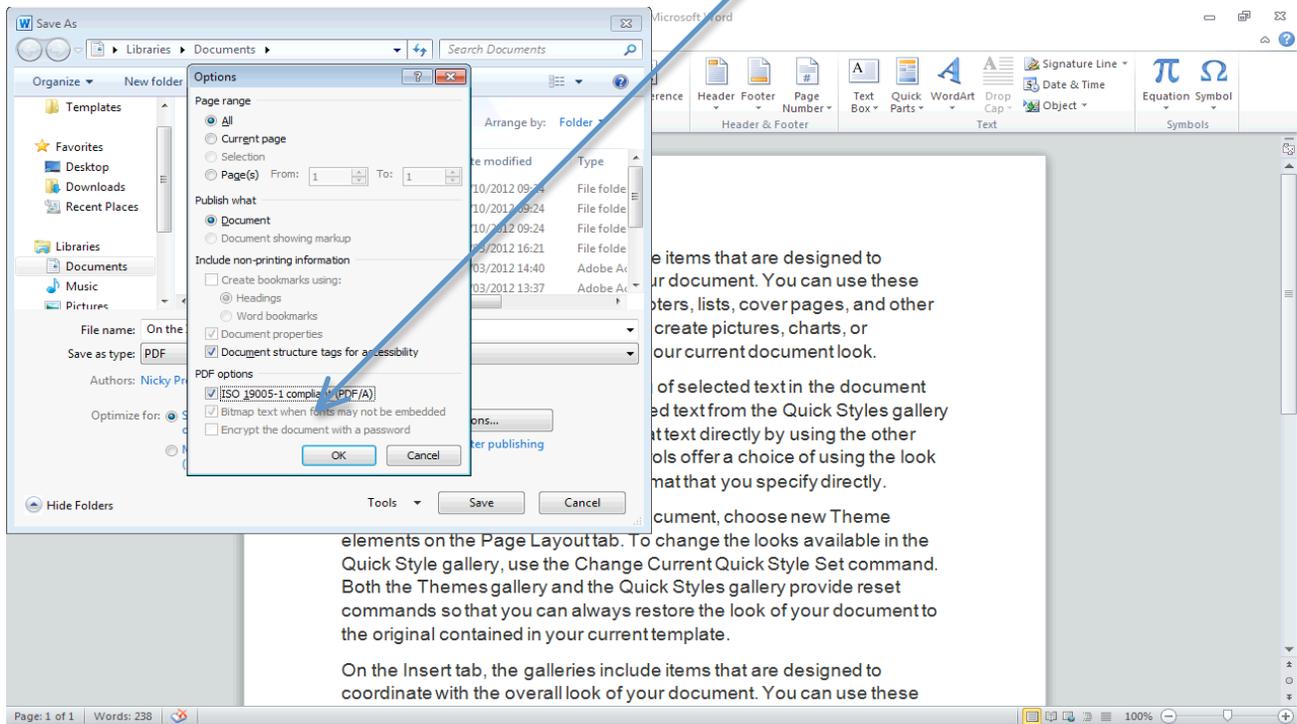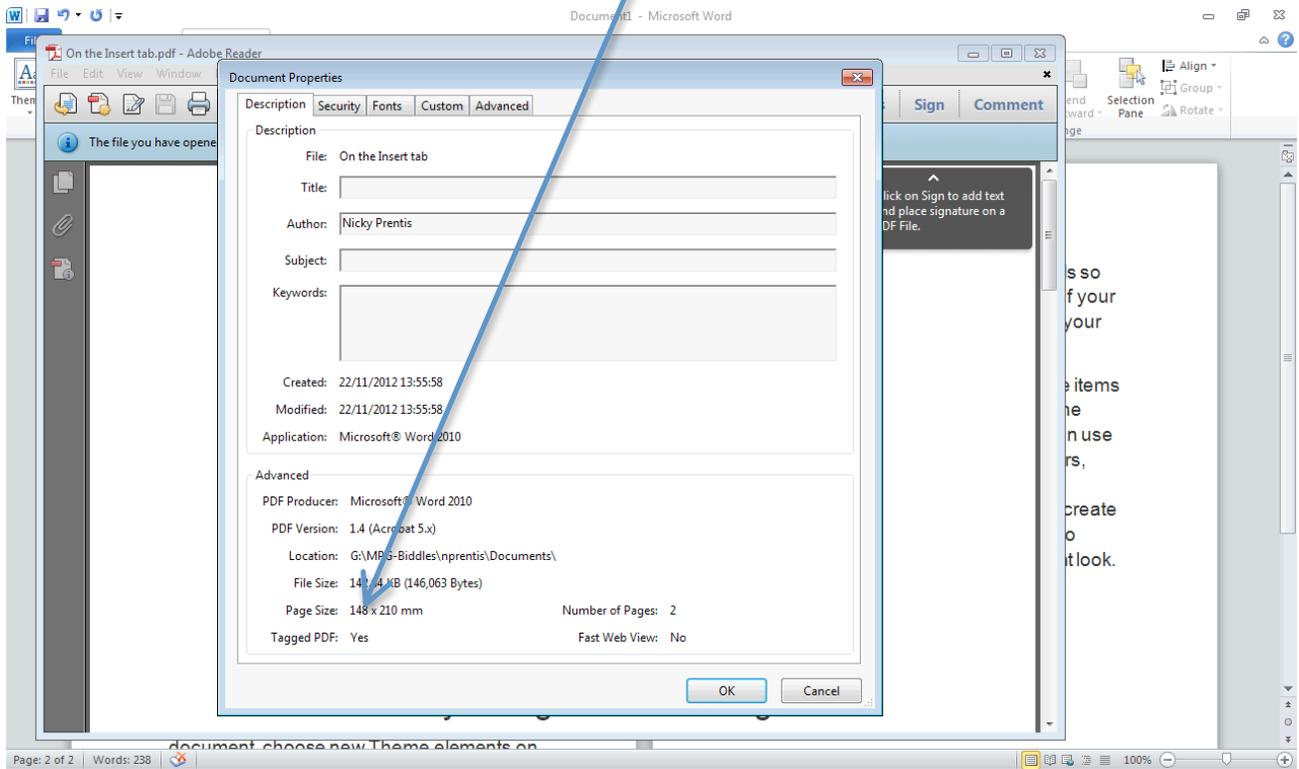
To check that the fonts are embedded then open your PDF in Acrobat Reader and choose **File** and **Properties**
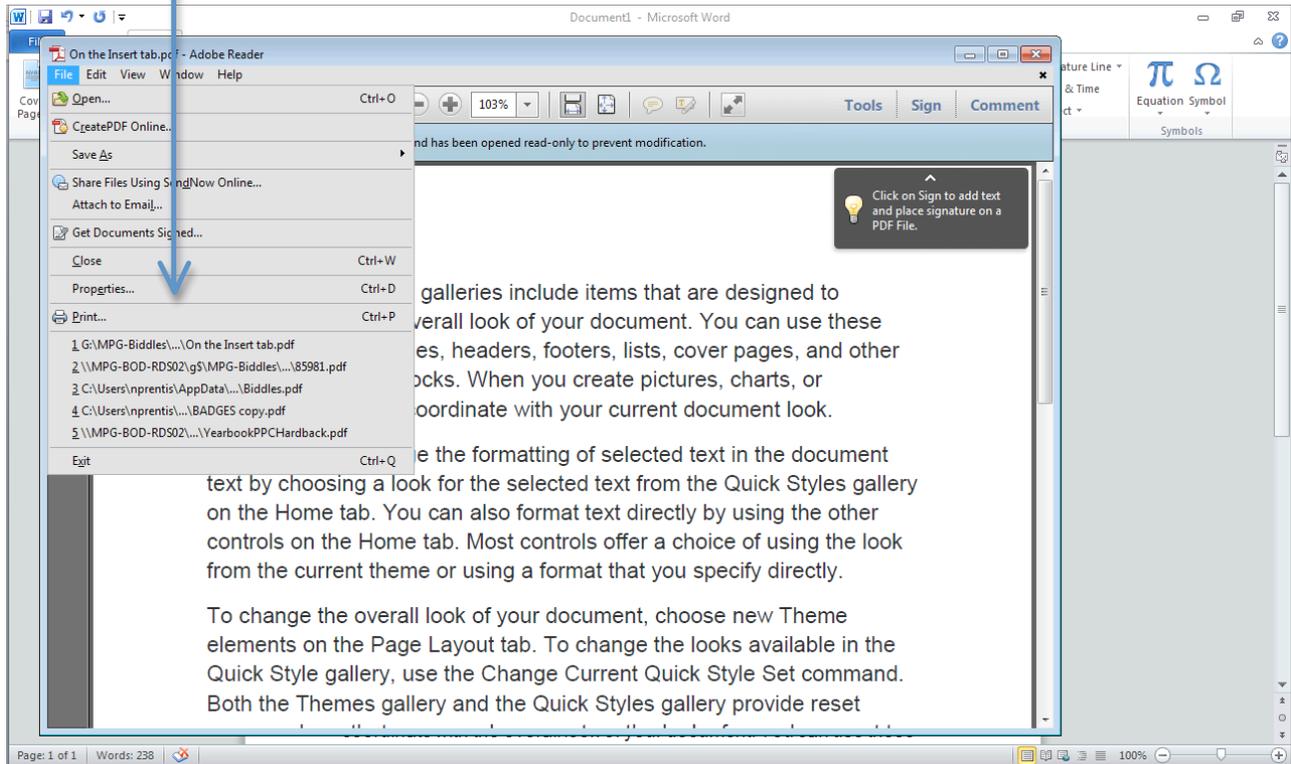
Then choose the **Fonts** tab and you should see the word **Subset** in brackets beside each font.
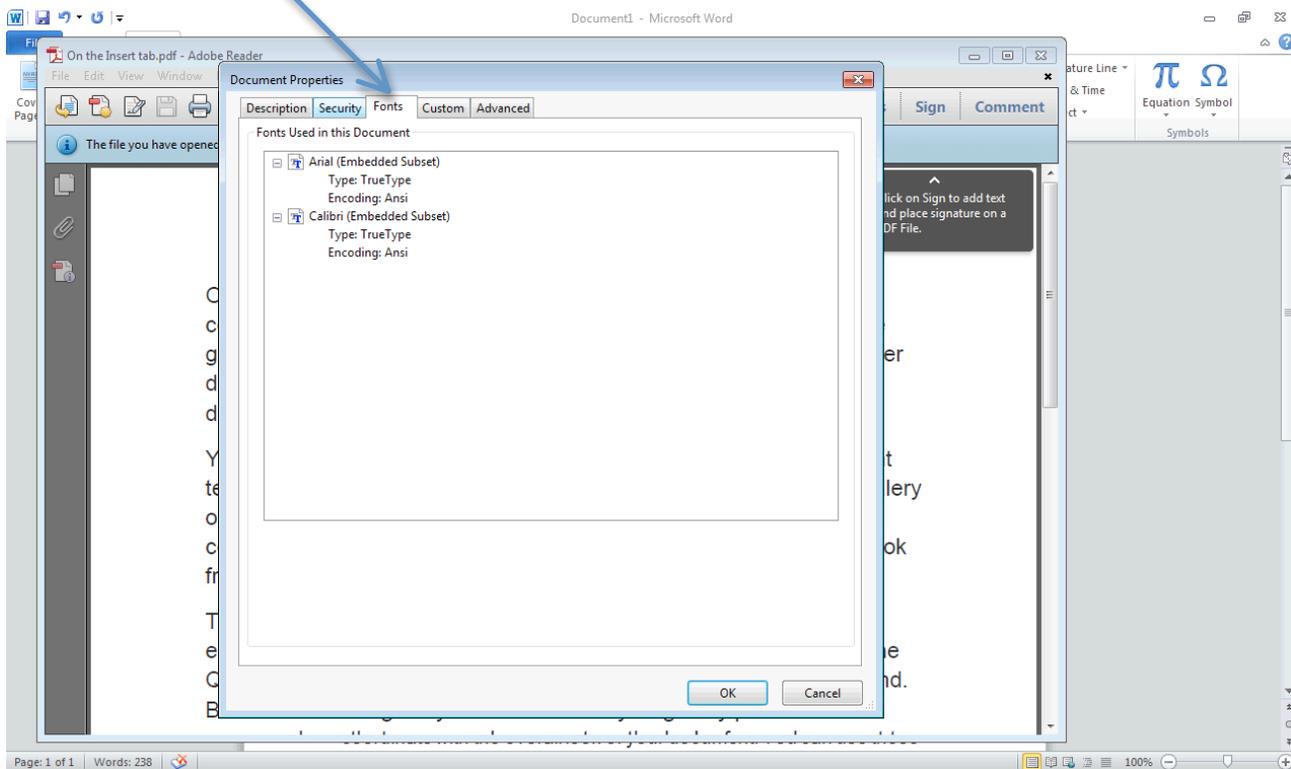
To check that your PDF is set to the correct trim (book size) then in Adobe Reader go to **File** and **Properties** and in the **Description** tab look at **Page Size**.

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

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