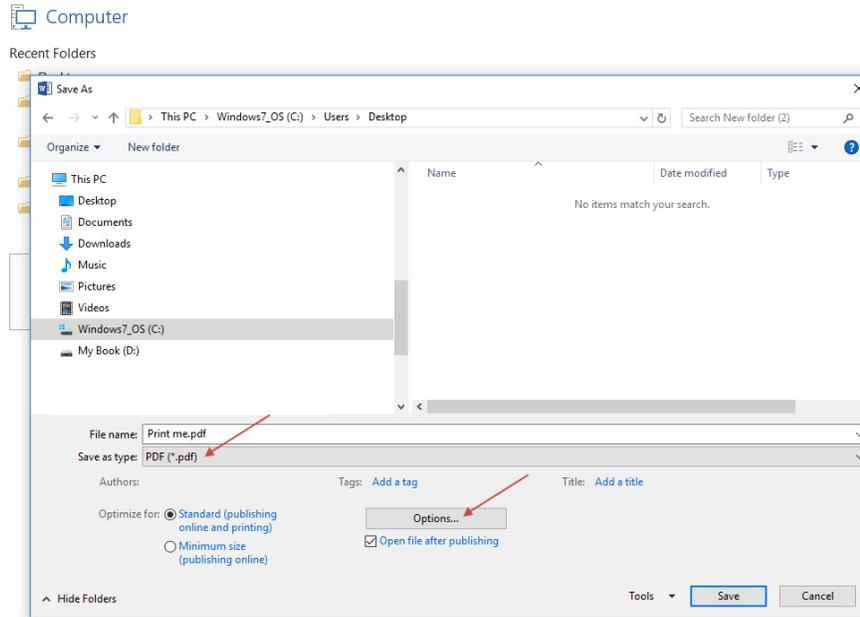


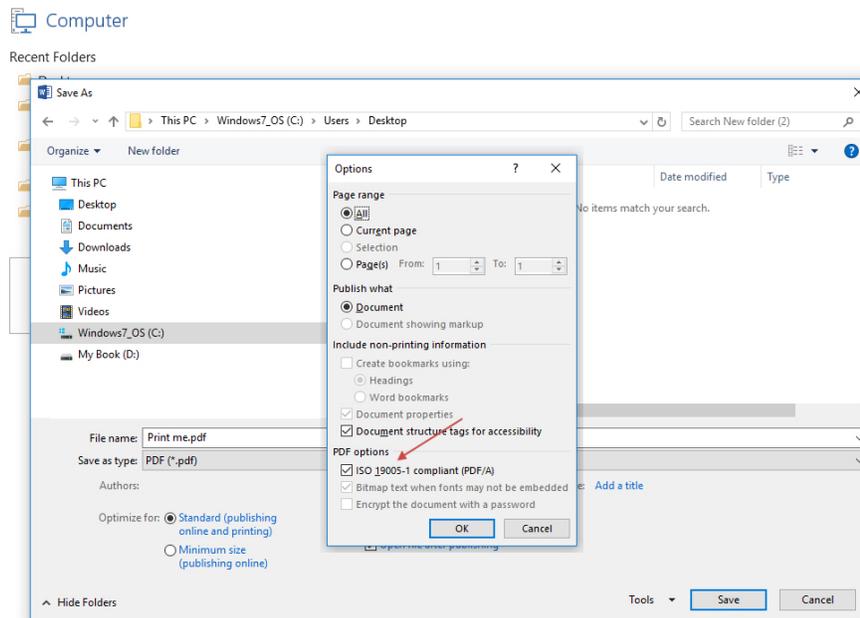
# Creating a print ready pdf from Word

To create a print ready pdf from Microsoft Word, use the following steps.

1. In the Save As screen, Choose Save As type: "PDF"
2. Then click the "Options" button



3. Check the box for "ISO\_19005-1 compliant (PDF/A)". This will make sure that your fonts get embedded.



4. Click Ok. You will then be brought back to the screen in Step 2. Click "Save" to save your pdf file. Once your pdf file is created, open it and go to the "File" menu and select "Document Properties". Next click on the fonts tab and make sure that the fonts are all embedded.