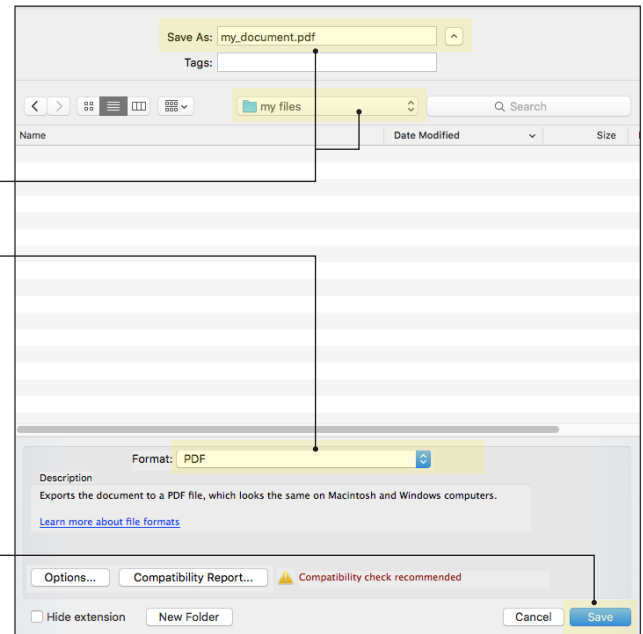


# MS Word 2011: creating PDFs for print

## Step 1

- 1.1 Go to **File > Save As** and this will launch a new window.
- 1.2 Navigate to the place you wish the PDF to be stored and create a name for the PDF file.
- 1.3 On the drop-down menu, next to Save as type, choose **PDF**.
- 1.4 Click **Save** to create your PDF.



## Important

- 1 **Text:** Do not place text near to the edge of your document as it may be cut off when the document is cut to size after printing. Please always leave a minimum margin of 10mm.
- 2 **Image quality:** Please ensure that your images are as high quality as possible, particularly if your document is to be enlarged to poster size. If your images look bad on your screen, they will print bad on paper and this will be more pronounced at larger output sizes. If you are using your own camera or smartphone, make sure that the photographic settings are set to the maximum quality.
- 3 **Copyright:** Please ensure that you have permission to use any images or diagrams in your document, otherwise you will be infringing on copyright issues, in which both Print & Design Solutions and the University are keen to eliminate. Do not take images directly from the internet, eg., from Wikipedia or Google Images unless you have permission or are certain about the copyright issues.



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