

MS Word 2013/2016: creating PDFs for print

Step 1

- 1.1 Go to **File > Save As** and this will launch a new window (*figure 1*).
- 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 Ensure that Standard publishing is checked.
- 1.5 Click on **Options** and follow **Step 2** below.

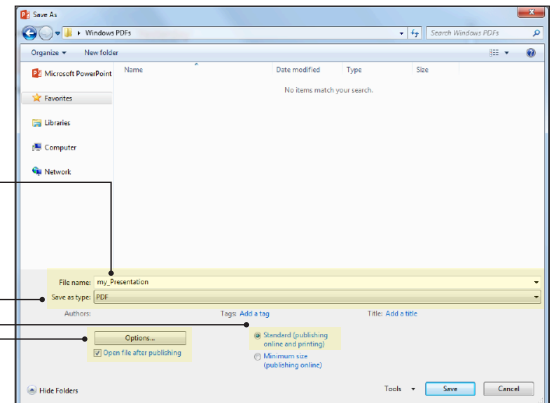


Figure 1

Step 2

- 2.1 If your document is multi-page, select **All** under range.
- 2.2 Check or uncheck all other boxes as shown in *figure 2*.
- 2.3 Press **OK** to return to the previous window (*as in figure 1*) then click on **Save** to create your PDF.

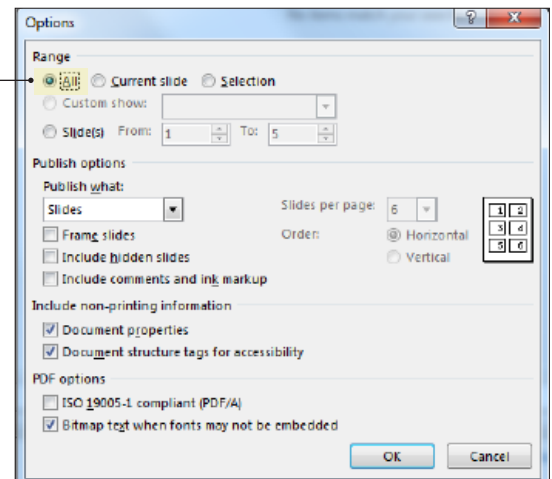


Figure 2

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.
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PRINTING



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