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## **How to make a press-ready PDF from Microsoft Publisher.**

*Please note that MS Publisher is not a reliable commercial printing application and errors may occur on final print run even if PDF appears correct.*

1.     Go to 'File' click 'Export'  
       Click 'Create PDF/XPS Document'  
       Click same name as above button on right  
       Name your document
2.     Click 'options' bottom left  
       Click 'Commercial Press'  
       Click PDF Options - PDF/A compliant
3.     Click 'Print Options' on bottom left  
       Click 'One page per sheet'  
       On right hand side, click Printer's marks, Crop marks, Allow Bleeds, Bleed Marks  
       Paper size - choose A2 (or A3 if it works) Size must be bigger than you've created.  
       Page range (according to how many pages you are saving)  
       Portrait (or landscape if applicable).  
       OK
4.     Publish
5.     You have a press ready PDF!
6.     Email to [print@absolutecolour.com.au](mailto:print@absolutecolour.com.au)  
       Files over 20mb can be transferred using free websites such as [hightail.com](http://hightail.com) or [wetransfer.com](http://wetransfer.com).  
       If Dropbox is preferred, please email link to your file.

**Call us on 1300 88 99 59 if you run into problems.**