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BE OUTSTANDING

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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
Files over 20mb can be uploaded to our google drive. Please email us for access.
print@absolutecolour.com.au
Also free FTP websites such as yousendit.com or wetransfer.com.

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