1. **Under the File menu select save as.**
   Using the drop down menu next to save as type: select pdf.
2. **Click Options here make sure that under Pdf options ISO is selected this will keep the images from down sampling. Click Ok**
3. **Under the Tools drop down menu select save options. This will open the word options menu. You want to make sure that embed fonts in this file is selected and that do not embed common system fonts is not selected. Click Ok.**
4. **This will bring you back to the Save As menu. Select desktop as location. Now click save Now you have a high quality pdf that can be used for printing.**

Options ② ? X

Page range
- ● A_ll
- ○ Curr_e_nt page
- ○ Selection
- ○ Page(s) From: 1 ⬍ To: 1 ⬍

Publish what
- ● Document
- ○ Document showing markup

Include non-printing information
- ☐ Create bookmarks using:
  - ◉ Headings
  - ○ Word bookmarks
- ☑ Document properties
- ☑ Docu_m_ent structure tags for accessibility

PDF options
- ☑ ISO 19005-1 compliant (PDF/A)
- ☑ Bi_t_map text when fonts may not be embedded
- ☐ Encrypt the document with a password

[OK]   [Cancel]

Word Options ? X

General	💾 Customize how documents are saved.
Display	
Proofing	**Save documents**
Save	Save files in this f_o_rmat: Word Document (*.docx) ▾
Language	☑ Save AutoRecover information every 10 ⬍ minutes
Advanced	☑ Keep the last autosaved version if I close without saving
Trust Center	AutoRecover file location: C:\Users\Jeff Hirsch\AppData\Roaming\Microsoft\Word\ [Browse...]

Default file location: C:\Users\Jeff Hirsch\Documents\ [Browse...]

Offline editing options for document management server files

Save checked-out files to: ⓘ
- ○ The server drafts _l_ocation on this computer
- ● The O_f_fice Document Cache

Server drafts location: C:\Users\Jeff Hirsch\Documents\SharePoint Drafts\ [Browse...]

Preserve fi_d_elity when sharing this document: 📄 Word Document retain flowing text ▾

③
- ☑ Embed fonts in the file ⓘ
  - ☐ Embed only the _c_haracters used in the document (best for reducing file size)
  - ☐ Do _n_ot embed common system fonts

[OK]   [Cancel]