

# MS Publisher > PDF

1. Click on the “FILE” tab.

2. Click on “Export” and select “Create PDF/XPS Document” Then click on the “Create PDF/XPS” button.

3. Click on “Options” and select “Commercial Press.” Also select ISO 19005-1 compliant (PDF/A), to embed ALL fonts, and click OK.

4. Click on “Publish” to export to your chosen folder, or directory.

The image shows the following steps in detail:

- The **FILE** menu is highlighted in the top left corner.
- The **Export** option is selected in the ribbon, opening the **Export** dialog box.
- In the **Export** dialog box, the **Create PDF/XPS Document** option is highlighted, and the **Create PDF/XPS** button is visible.
- The **Publish as PDF or XPS** dialog box is open, showing the **Documents library** as the destination. The **File name** is **Publication1** and **Save as type** is **PDF**. The **Options...** button is highlighted.
- The **Publish Options** dialog box is open, showing the following settings:
  - Specify how this publication will be printed or distributed:**
    - Minimum size: Standard
    - High-quality printing: **Commercial Press**
    - Custom: Custom
  - Creates the largest file size with the highest quality, suitable for commercial printing** (checked).
  - Color and grayscale printing:**
    - Downsample to: 300 dpi
    - When above: 450 dpi
  - Design Checker:**
    - Warn about transparency and color use (checked)
    - Include non-printing information:
      - Document properties (checked)
      - Document structure tags for accessibility (unchecked)
  - PDF Options:**
    - ISO 19005-1 compliant (PDF/A)** (checked)
    - Bitmap text when fonts may not be embedded (unchecked)
    - Encrypt the document with a password (unchecked)