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 <u>ISO 19005-1 compliant (PDF/A)</u>, to embed ALL fonts, and click **OK**.

4. Click on **"Publish"** to export to your chosen folder, or directory.