Saving a MS Word Document as PDF for printing
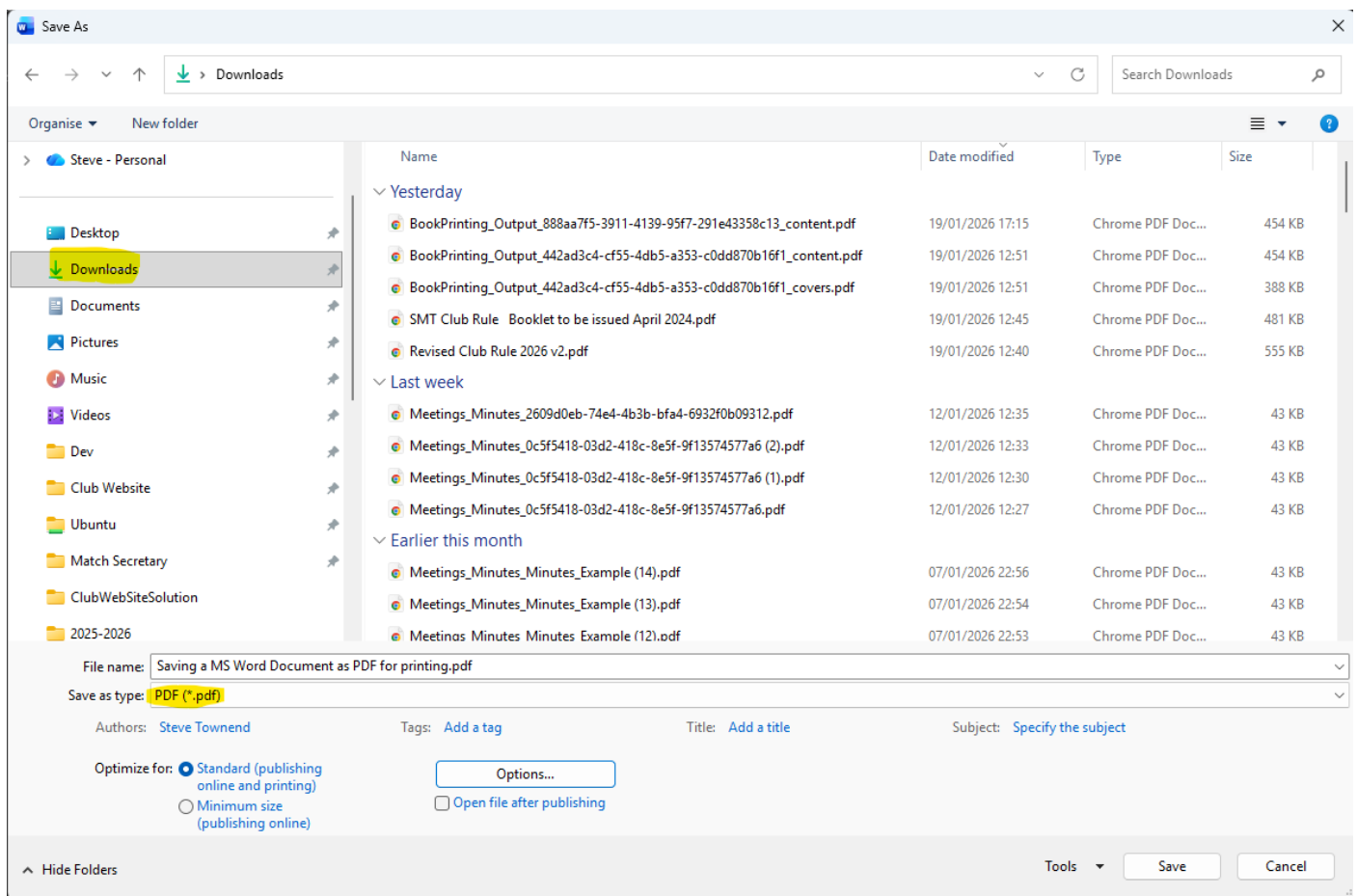
1. Make sure you have saved any changes made to your MS Word document.
2. Within MS Word
   a. File --> **Save As** if Word doc has not been saved yet or **Save a copy** if it has already been saved.
   b. From left hand side choose **Browse** then choose **PDF** in the "Save as type" dropdown (see the image below)
   c. Select you **Downloads** folder
   d. Click Save

The resultant PDF can now be uploaded to the Book Printing page (under Admin) on the website. It will return 2 print-ready PDFs. One for the covers and one for the inside content.