



## Microsoft WORD Process Over View

### Microsoft Word

- 1) Follow instructions on [Page 2](#). This will create a PDF from Microsoft Word.

### Adobe Acrobat Professional\*

- 2) Follow the appropriate instructions on [Pages 3 through 6](#). This will help you verify that your fonts are embedded.

### Adobe Acrobat Distiller Professional\*

- 3) If any of the fonts are not embedded, follow instructions on [Pages 6 through 8](#). This will guide you through the process of saving a PostScript file that will be converted back into a PDF using Adobe Acrobat Distiller Professional Version 6 or higher\*. This process should embed all of your fonts

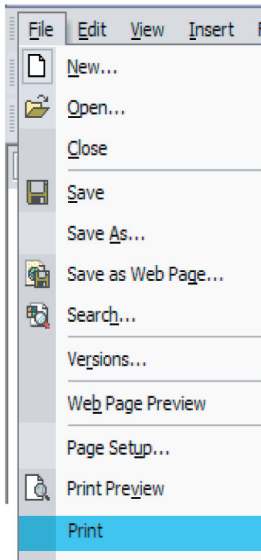
\* Note: Use of Adobe Acrobat Professional Version 6 or higher required



## Microsoft WORD How to Create a PDF Adobe Acrobat Professional Version 6 or Higher Required

Select pull down: **File**

Select: **Print**



Printer

Name: **Adobe PDF or Acrobat Distiller**

Page Range: **All**

Copies:

Number of copies: **1**

Collate: **Selected**

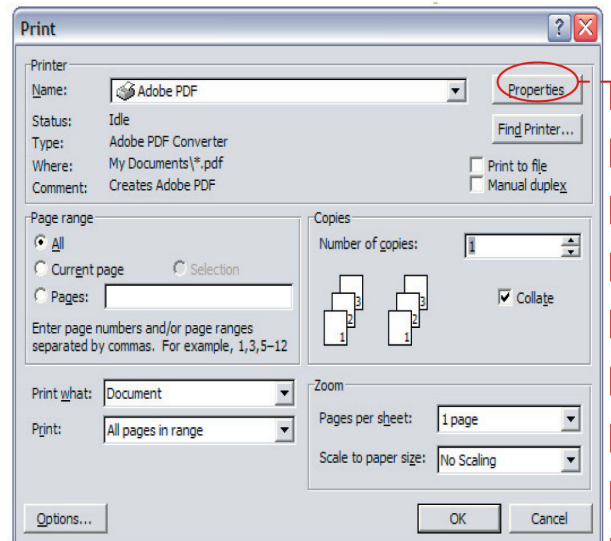
Print what: **Document**

Print: **All pages in range**

Zoom

Pages per sheet: **1 page**

Scale to paper size: **No Scaling**



Select **"Properties"** button

Adobe PDF Settings Tab

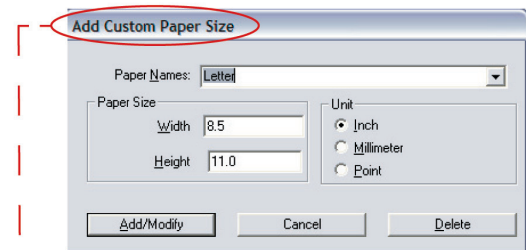
Page size: **Add Custom Page**

(Create a Custom Page Name)

(Enter the Custom Page Size)

(Select Add/Modify)

(Find/Select Proper Custom Page Size)

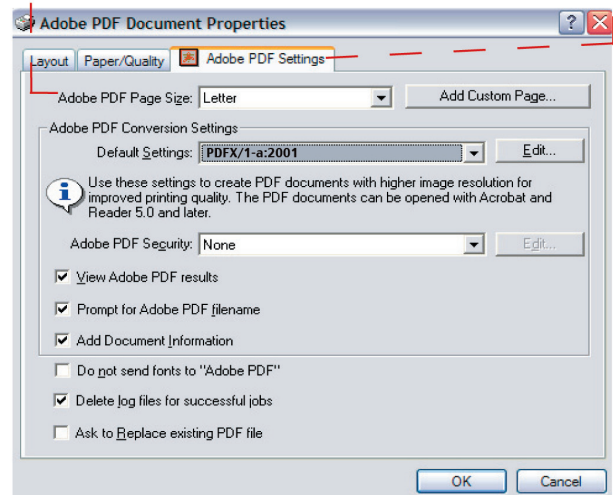


Adobe PDF Conversion Settings

Default Settings: **Acrobat Distiller 8 (PDF/X-1a:2001)**  
**Acrobat Distiller 7 (PDF/X-1a:2001)**  
**Acrobat Distiller 6 (PDF/X-1a)**

Adobe PDF Security: **None**

Do not send fonts to "Adobe PDF": **Not Selected**



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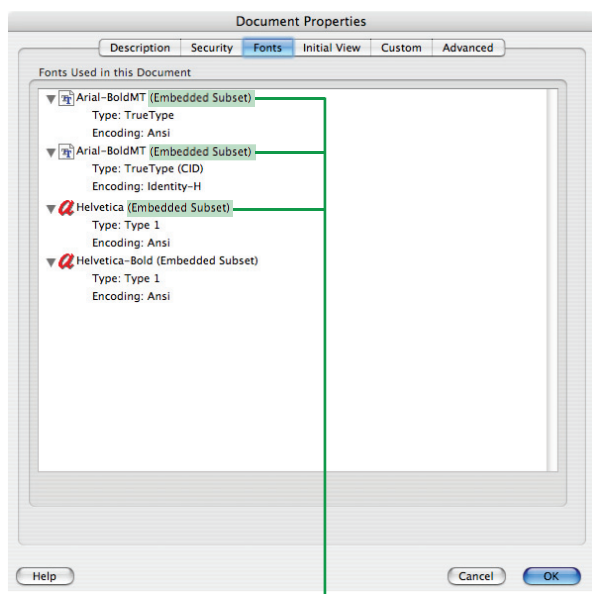
## How to Verify that your fonts are Embedded in your PDF

Page 1 of 4

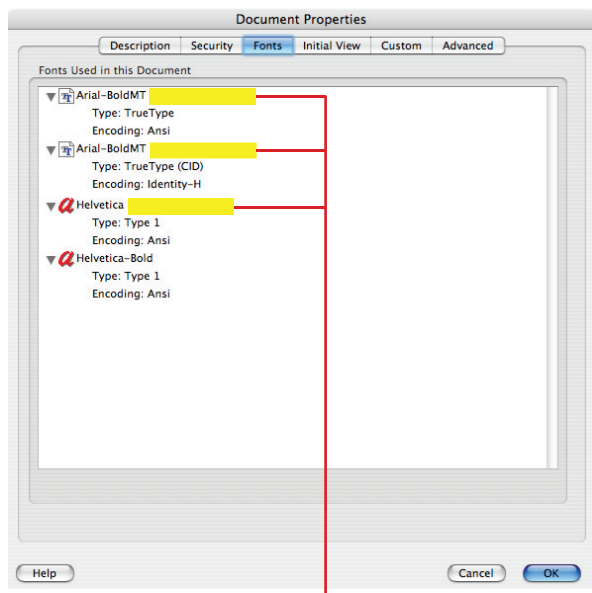
- After creating a PDF, open the file in Adobe Acrobat or Adobe Acrobat Reader.
- In the menu bar, go down under “File” to “Document Properties” then Chose “Fonts”. One of the following windows will open.
- Each font should have the words “(Embedded Subset)” or “(Embedded)” next to the font name.
- If “(Embedded Subset)” or “(Embedded)” is not listed beside the font name, that font is not embedded and LSI will not be able to process your file.

### Adobe Acrobat 8

#### Macintosh

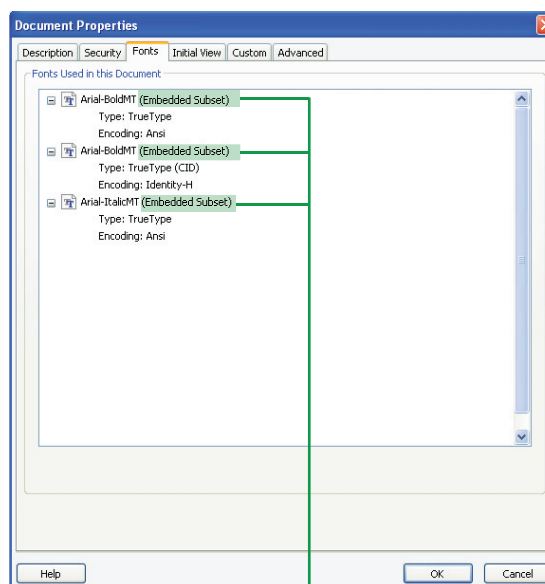


Correctly Embedded Fonts (above)

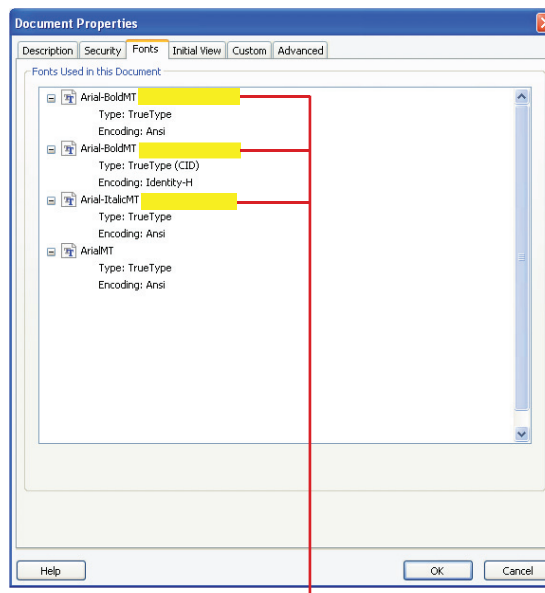


Incorrectly Embedded Fonts (above)

#### PC



Correctly Embedded Fonts (above)



Incorrectly Embedded Fonts (above)

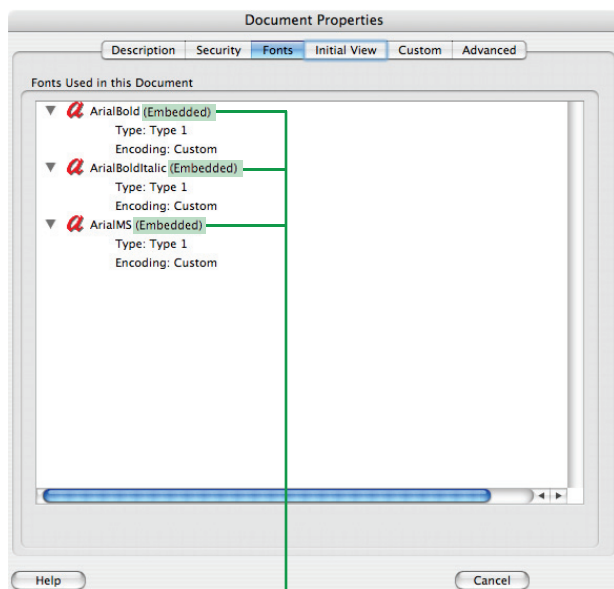


## How to Verify that your fonts are Embedded in your PDF

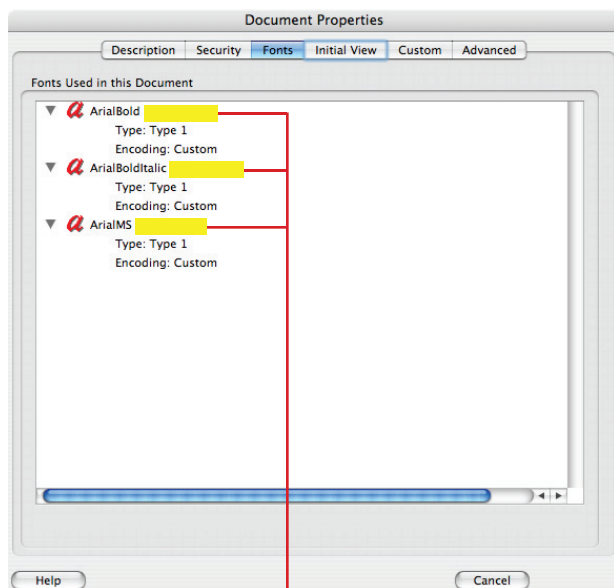
Page 2 of 4

### Adobe Acrobat 7

#### Macintosh

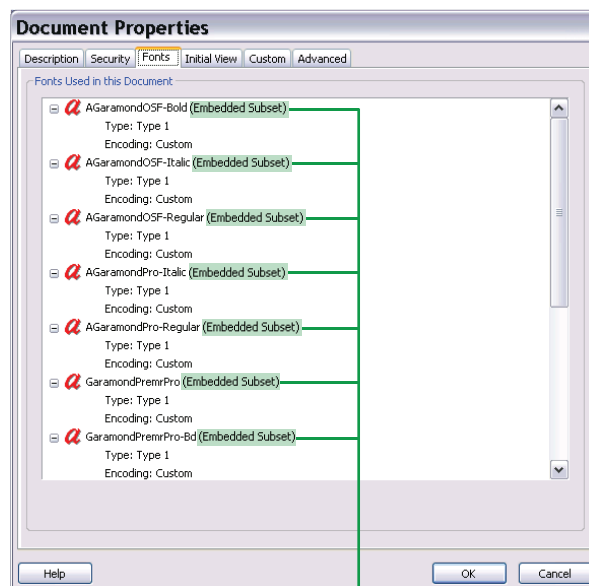


Correctly Embedded Fonts (above)

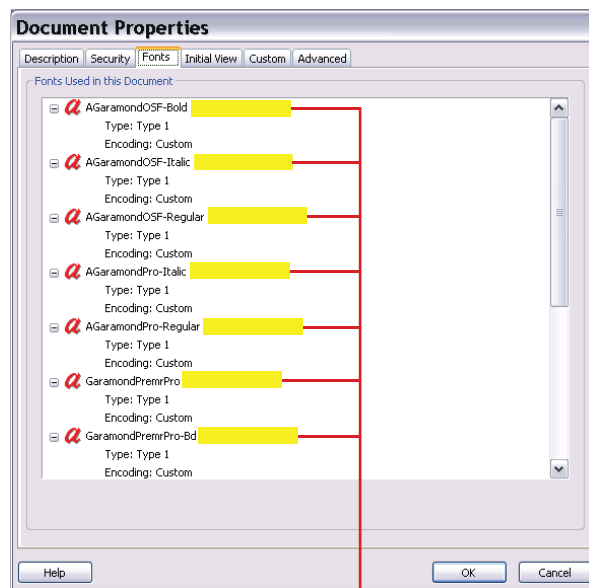


Incorrectly Embedded Fonts (above)

#### PC



Correctly Embedded Fonts (above)



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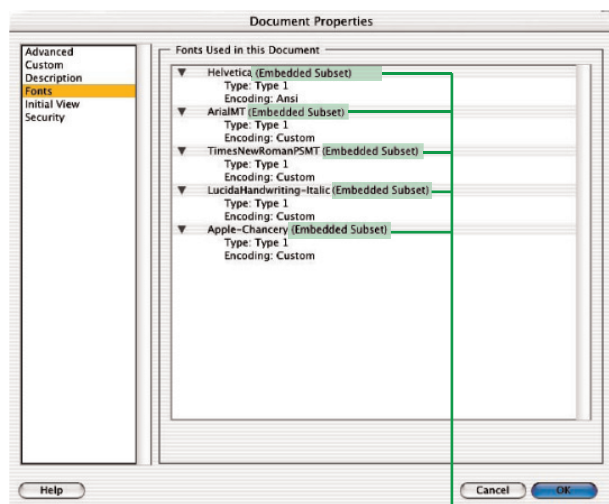


## How to Verify that your fonts are Embedded in your PDF

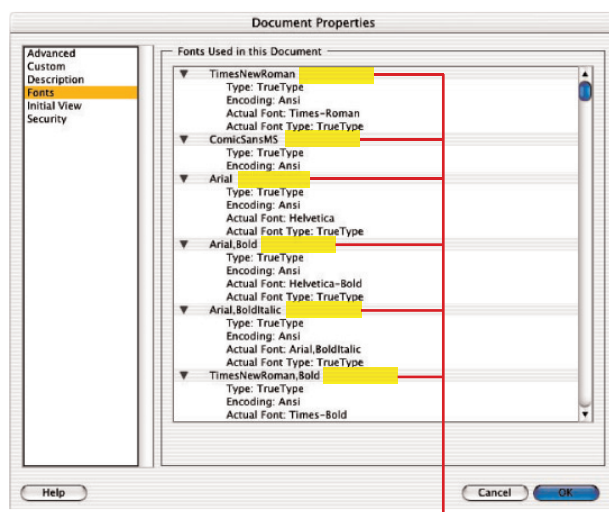
Page 3 of 4

### Adobe Acrobat 6

#### Macintosh

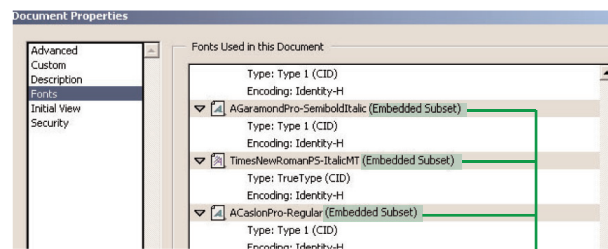


Correctly Embedded Fonts (above)

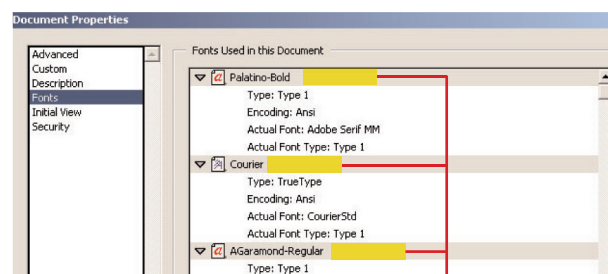


Incorrectly Embedded Fonts (above)

#### PC



Correctly Embedded Fonts (above)



Incorrectly Embedded Fonts (above)

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**If your fonts are not properly embedded:**

- 1) Open the PDF in Adobe Acrobat Professional Version 6 or higher.
- 2) Under File, go down to "Save as . . ."
- 3) Change "Format" to "PostScript"
- 4) Choose the destination (Browse) for your PostScript.
- 5) This will save a PostScript (.ps) file to the chosen destination.
- 6) Open Adobe Acrobat Distiller Version 6 or higher.
- 7) Process the PostScript file that you just created using the correct settings on [Pages 7 and 8](#)

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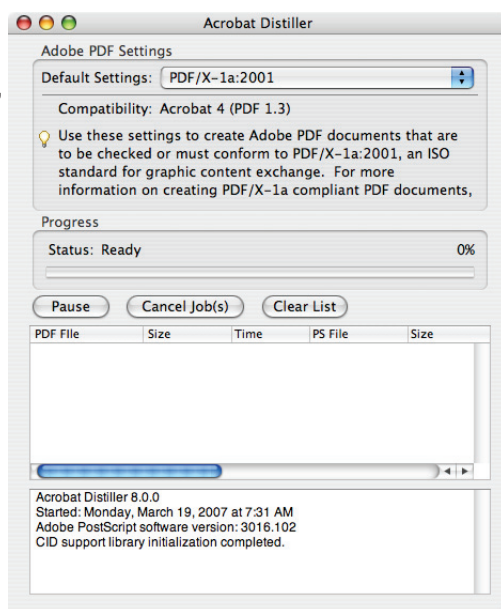
## Requirements for Supplied PDFs

Files that do not meet these requirements may delay the production process and will add additional time and expense to your project.

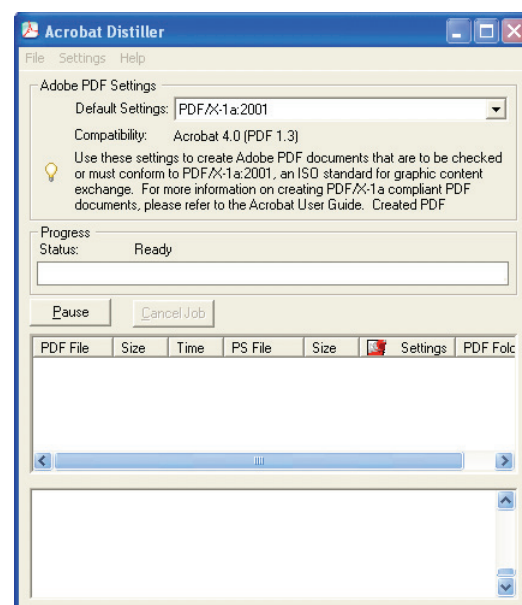
- **The PDF version should be Acrobat Professional Version 6 or Higher and meet PDF/X-1a:2001 standards.** Older versions may not meet PDF/X-1a:2001 criteria.
- **PDFs should be generated using Acrobat Distiller.** Older versions of Acrobat and applications that create PDFs often encounter problems with fonts and graphics.
- **PDF security must be set to “No Security.”** If we receive secured PDFs from you, the project may be delayed as we will need to contact you for unsecured files.

## Acrobat 8 Distiller Settings

Use:  
**“PDF/X-1a:2001”**  
Default Setting



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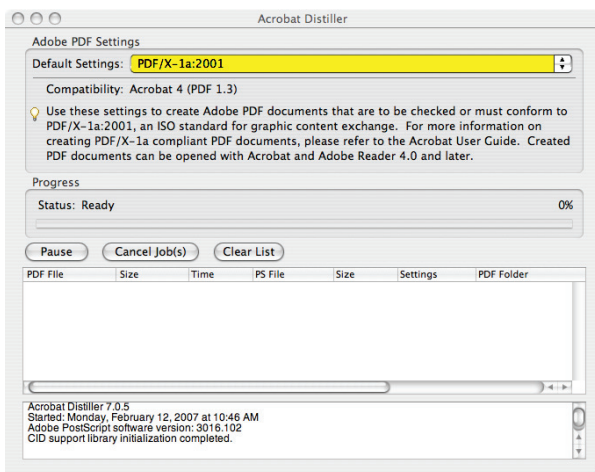
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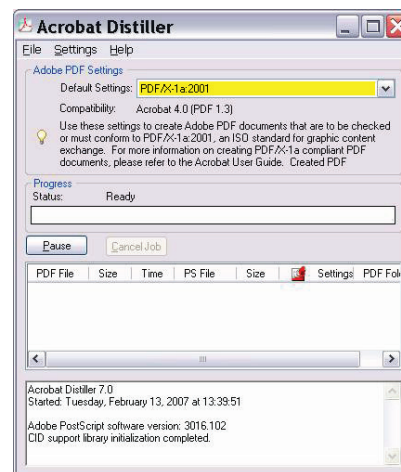


## Acrobat 7 Distiller Settings

Use:  
“PDF/X-1a:2001”  
Default Setting



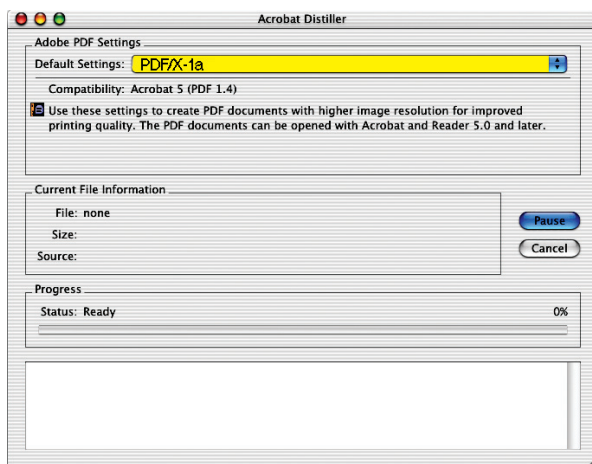
**Macintosh**



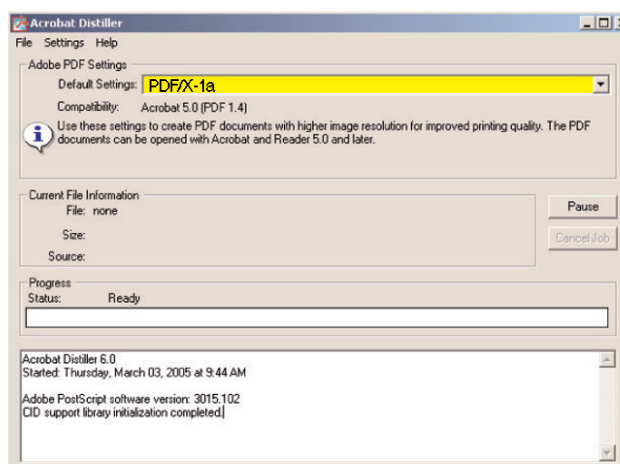
**PC**

## Acrobat 6 Distiller Settings

Use:  
“PDF/X-1a”  
Default Setting



**Macintosh**



**PC**