



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 <u>Pages 3 through 6</u>. This will help you verify that your fonts are embedded.

Adobe Acrobat Distiller Professional*

3) If <u>any</u> of the fonts are not embedded, follow instructions on <u>Pages 6 through 8</u>. 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**

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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







How to Verify that your fonts are Embedded in your PDF

Page 2 of 4

Adobe Acrobat 7



PC **Document Properties** Description Security Fonts Initial View Custom Advanced onts Used in this Document AGaramondOSF-Bold (Embedded Subset) Type: Type 1 Encoding: Custom AGaramondOSF-Italic (Embedded Subset) Type: Type 1 Encoding: Custom AGaramondOSF-Regular (Embedded Subset) Type: Type 1 Encodina: Custom 🖃 📿 AGaramondPro-Italic (Embedded Subset) Type: Type 1 Encoding: Custom AGaramondPro-Regular (Embedded Subset) Type: Type 1 Encoding: Custom GaramondPremrPro (Embedded Subset)-Type: Type 1 Encoding: Custor GaramondPremrPro-Bd (Embedded Subset). Type: Type 1 ¥ Encoding: Custom Help OK Cancel

Correctly Embedded Fonts (above)







How to Verify that your fonts are Embedded in your PDF

Page 3 of 4

Adobe Acrobat 6





Document Properties Fonts Used in this Document Advanced Custom Description 4 • Type: Type 1 (CID) Encoding: Identity-H ▼ 🛃 AGaramondPro-SemiboldItalic (Embedded Subset) nitial View iecurity Type: Type 1 (CID) Encoding: Identity-H ▼ 🕅 TimesNewRomanPS-ItalicMT (Embedded Subset) -Type: TrueType (CID) Encoding: Identity-H ▼ 🛃 ACasionPro-Regular (Embedded Subset) Type: Type 1 (CID) odina: Tdentity-H **Correctly 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





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

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Acrobat 6 Distiller Settings

Use: " PDF/X-1a " Default Setting	Acrobat Distiller Adobe PDF Settings Default Settings: PDF/X-1a Compatibility: Acrobat 5 (PDF 1.4) Use these settings to create PDF documents with higher image resolution for improved printing quality. The PDF documents can be opened with Acrobat and Reader 5.0 and later.	Acrobat Distiller File Settings Help Adobe PDF Settings Default Settings: Default Setting
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		Acrobat Distiller 6.0 Stated: Trussday, March 03, 2005 at 9:44 AM Adobe PostScript software version: 3015.102 CID support library initialization completed.

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