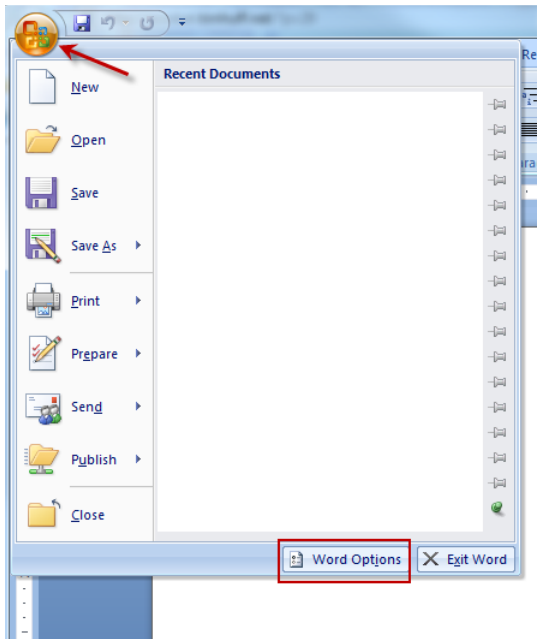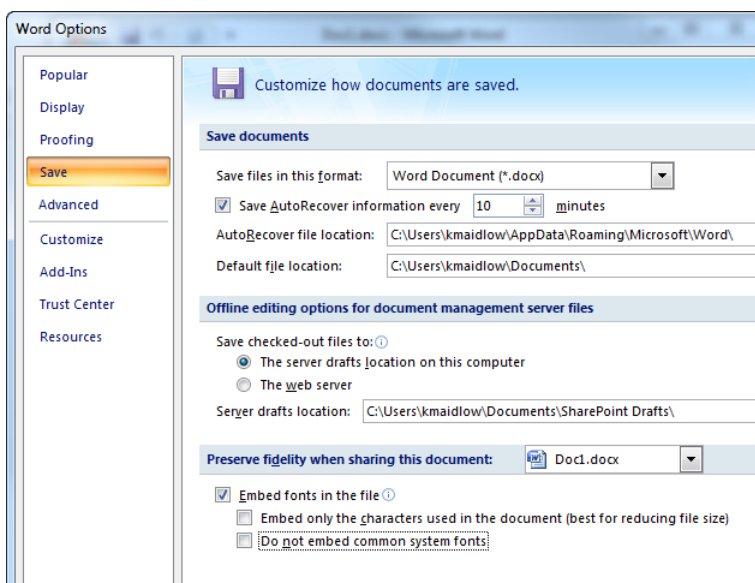## Embedding Fonts in PDF from Microsoft Word 2007 and Later

1. Click on the *MS Office* button.
2. Choose *Word Options* at the bottom of the menu.

3. Click on *Save* in the pane to the left.
4. Check *Embed fonts in the file*.
5. Uncheck *Embed only the characters used in the document (best for reducing the file size)*.
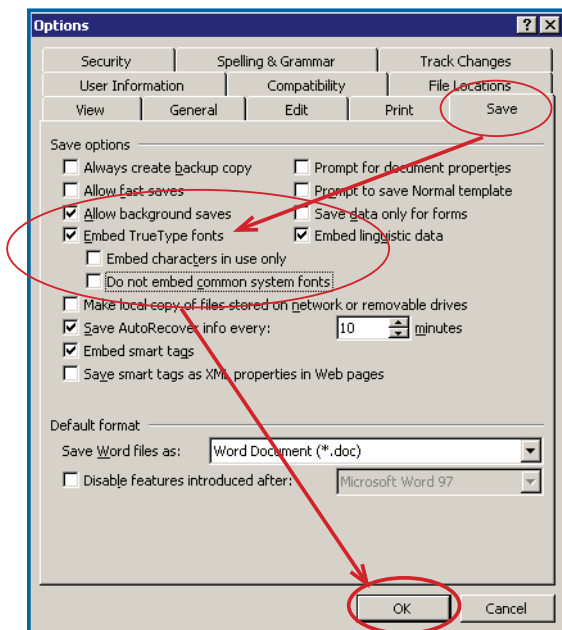6. Uncheck *Do not embed common system fonts*.
7. Click *OK*.

Embedding Fonts in PDF Microsoft Word 2003 and Earlier

Click on the *Tools* in the Menu Bar and choose *Options...* from the drop down menu.
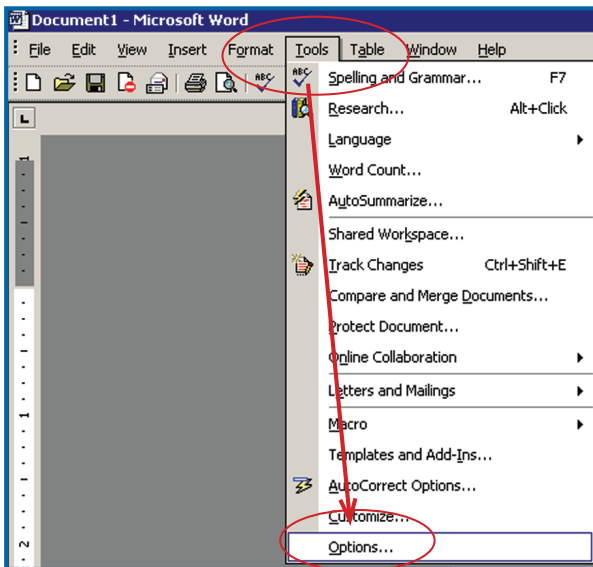
1. Click on the *Save* tab.
2. Click *Embed TrueType fonts*.
3. Uncheck *Embed characters in use only*.
4. Uncheck *Do not embed common system fonts*.
5. Click *OK*.

Generating PDF from Microsoft Word
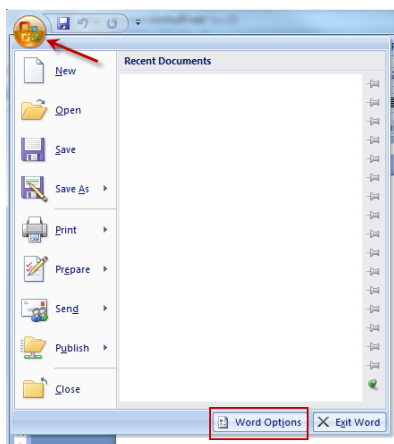
How To Generate PDF from Microsoft Word

The following instructions for creating PDF from MS Word use Acrobat PDFMaker. See the section Adobe PDFMaker for instructions for configuring and making PDF. The most common issue we encounter with PDF from Word is that system fonts are not embedded. These include the TimesNewRoman and Arial families. See the next page for options to configure in Microsoft Word.

Adobe PDFMaker

Sheridan Books, Inc. recommends using the Adobe PDFMaker add-in for generating PDF from Microsoft Word. **You must have Acrobat installed on your computer in order for this add-in to function properly.** Adobe PDFMaker is installed by default with MS Word 2003 and later. Below are instructions on how to enable the PDFMaker add-ins.

Enable PDFMakerOfficeAddin from the Microsoft Office application's Disabled Items List

1. Open the Microsoft Office program you are using (Word, Excel, Publisher or Power-Point).
2. Click the *Office button* and choose *'[Application name] Options'*.

3. Click *Add-Ins*
   a. Select *Disabled Items from the Manage:* drop down menu
   b. Select *Go...*
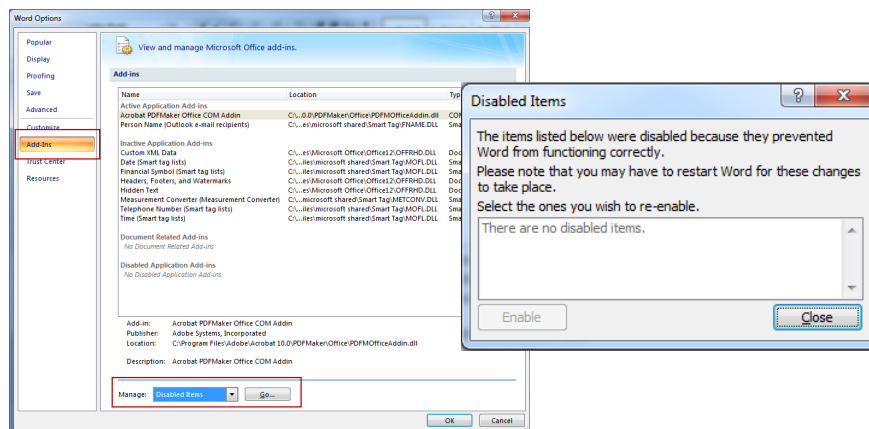
4. Check the list for **PDFMakerOfficeAdd-in:**
   a. If it is listed, then select it and click **Enable**. Close all dialog boxes and restart the Office application.
   b. If it is not listed, then make sure that PDFMOfficeAddin.dll is located in the '.../ program Files/Adobe/Acrobat 8.0/PDFMaker/Office' folder. If the file is missing, then reinstall Acrobat.
5. The Acrobat tab should be visible in the ribbon at top of application. If the Acrobat tab does not appear in the menu bar, please consult your Microsoft Help Menu for information regarding the installation and use of Add-Ins. Please also see the document http:// kb2.adobe.com/cps/330/330984.html from the Adobe web site for more information. Following are the instructions for creating PDF from MS Word.
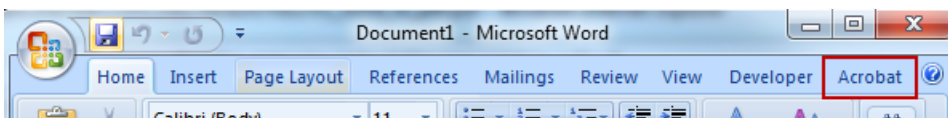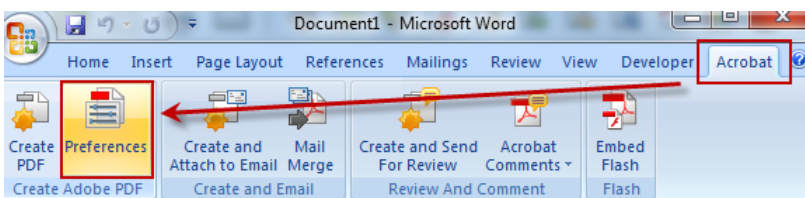

Configuring Preferences Adobe PDF Maker

In MS Word 2003 and earlier choose *Adobe PDF* from the menu and choose *Change Conversion Settings* from the drop down menu.
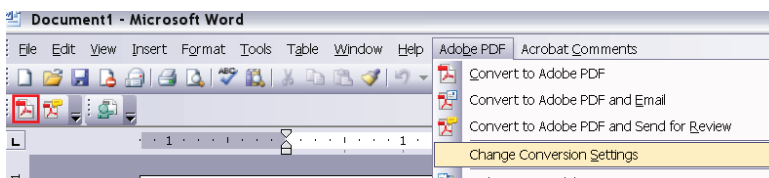

In MS Word 2007 and later choose *Acrobat* from the ribbon and select the *Preferences* button.


PDFMaker Settings:
1. Select *PDF/X-1a:2001* from the *Conversion Settings:* drop down menu.
2. Check *View Adobe PDF result*.
3. Check *Prompt for Adobe PDF file name*.
4. Check *Convert Document Information*.
5. Uncheck *Create PDF/A-1a:2005 compliant file*.
6. Uncheck all boxes under Application Settings.
7. Click the *Advanced Settings...* button.
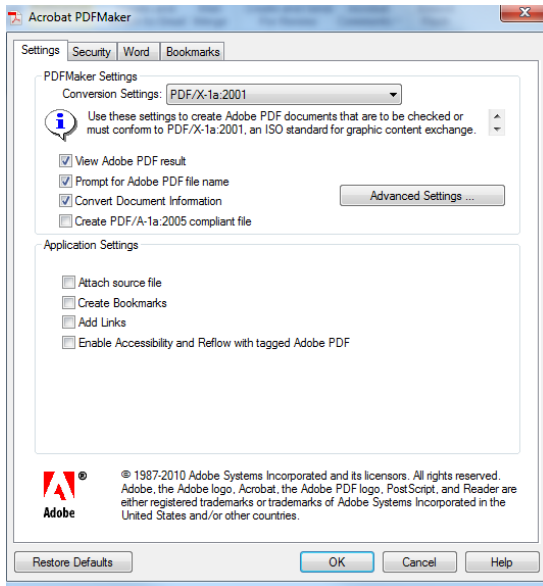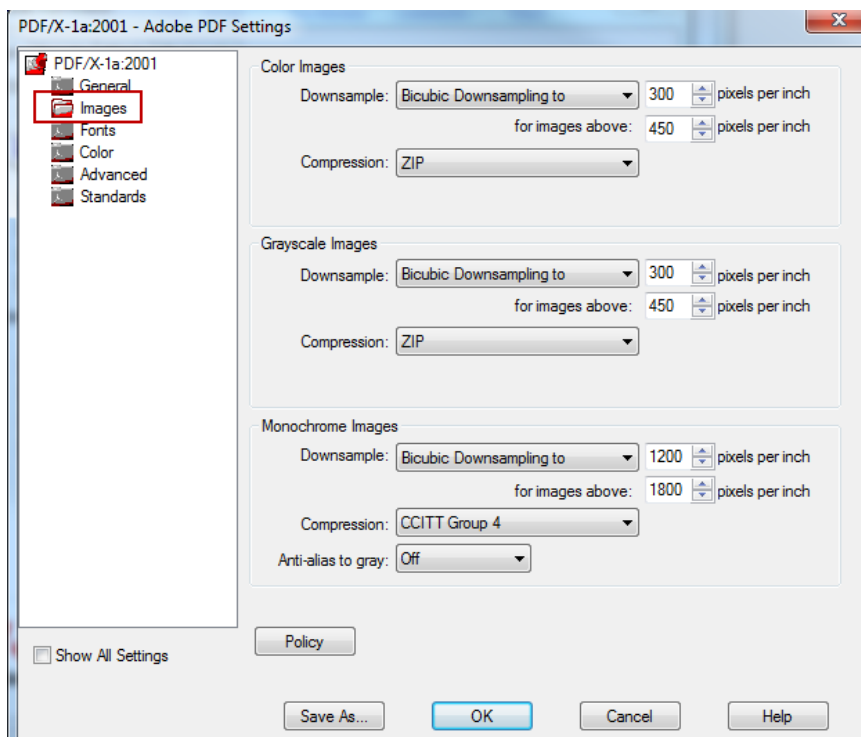
Select General:

1. Select *Acrobat 6.0 (PDF 1.5)* from the *Compatability:* drop down menu.
2. Select *Off* from the *Object Level Compression:* drop down menu.
3. Select *Off* from the *Auto-Rotate Pages:* drop down menu.
4. Select *Left* from the *Binding:* drop down menu.
5. The radio button for *All Pages* should be active unless only specific pages are being output. If only some pages are being output, activate *Pages From:* and enter page numbers.
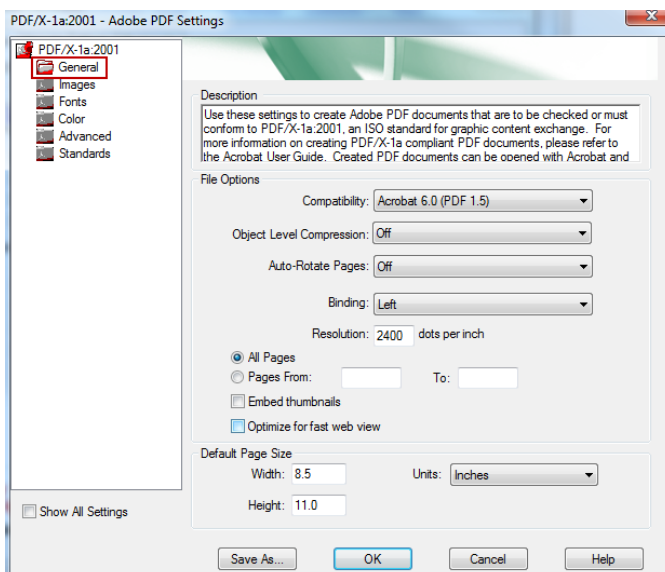
Select Images:
6. Color Images:
   a. Select *Bicubic Downsampling* to from the *Downsample:* drop down menu.
   b. Enter *300* in pixels per inch.
   c. Enter *450* for images above:
   d. Select *Zip* from the *Compression drop:* down menu.
7. Grayscale Images:
   a. Select *Bicubic Downsampling* to from the *Downsample:* drop down menu.
   b. Enter *300* in pixels per inch.
   c. Enter *450* for images above:
   d. Select *Zip* from the *Compression:* drop down menu.
8. Monochrome Images:
   a. Select *Bicubic Downsampling* from the *Downsample:* drop down menu.
   b. Enter *1200* pixels per inch.
   c. Enter *1800* for images above:
   d. Select *CCITT Group 4* from the *Compression:* drop down menu.
   e. Select *Off* from the *Anti-alias to gray:* drop down menu.

Select Fonts:

9. Check *Embed all fonts*.
10. Uncheck *Subset embedded fonts when percent of characters is less than:*
11. Select *Warn and continue* from the *When embedding fails:* drop down menu.
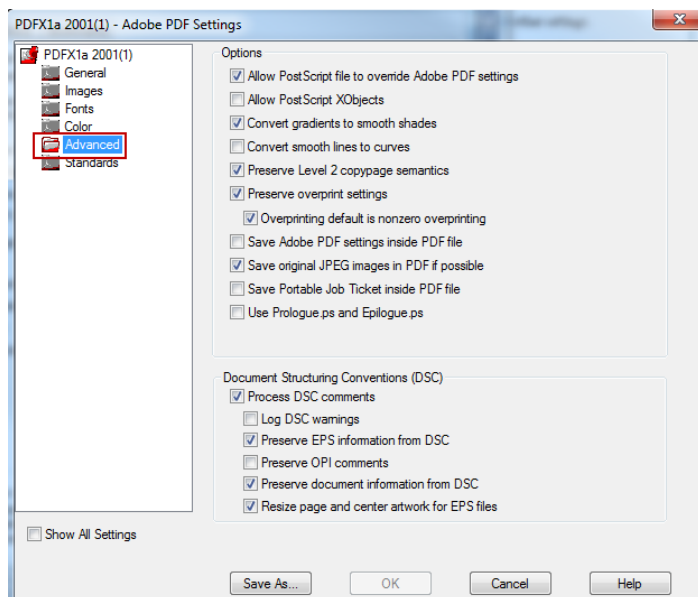12. The *Always Embed* and *Never Embed* windows should be empty.
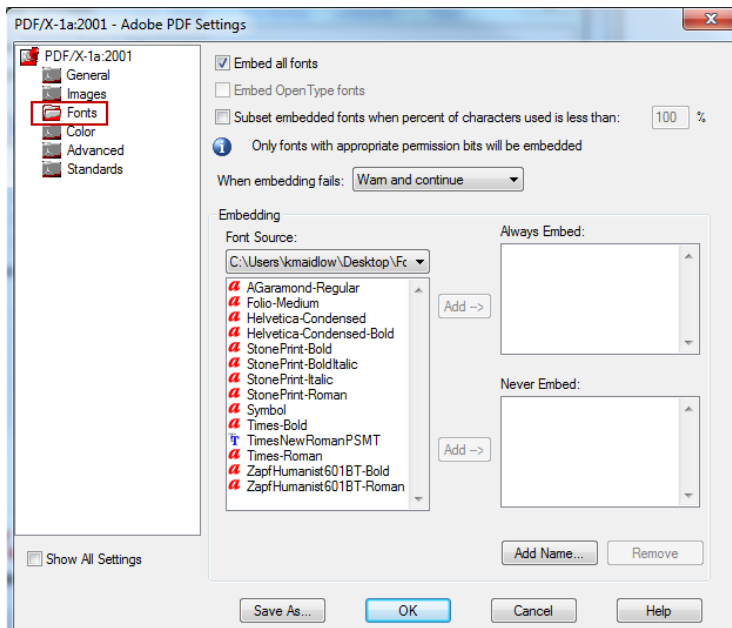
Select Color:

13. Select *North America General Purpose 2* from the Settings File: drop down menu.
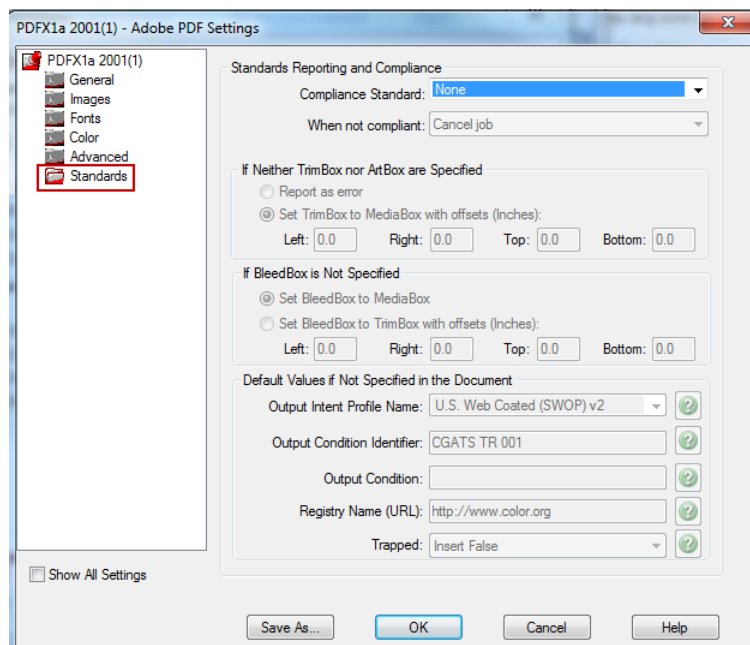14. Do not modify any other settings
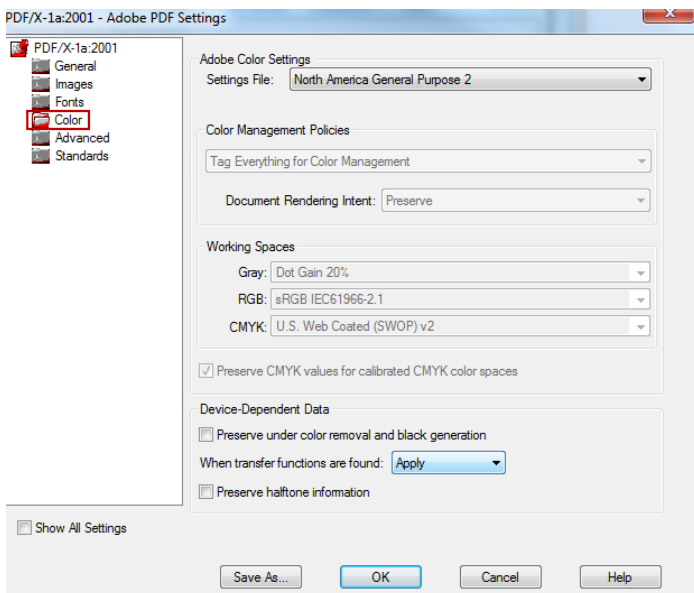
Select Advanced:

15. Do not modify any of the settings in this window. *Leave all settings at defaults*.

Select Standards:

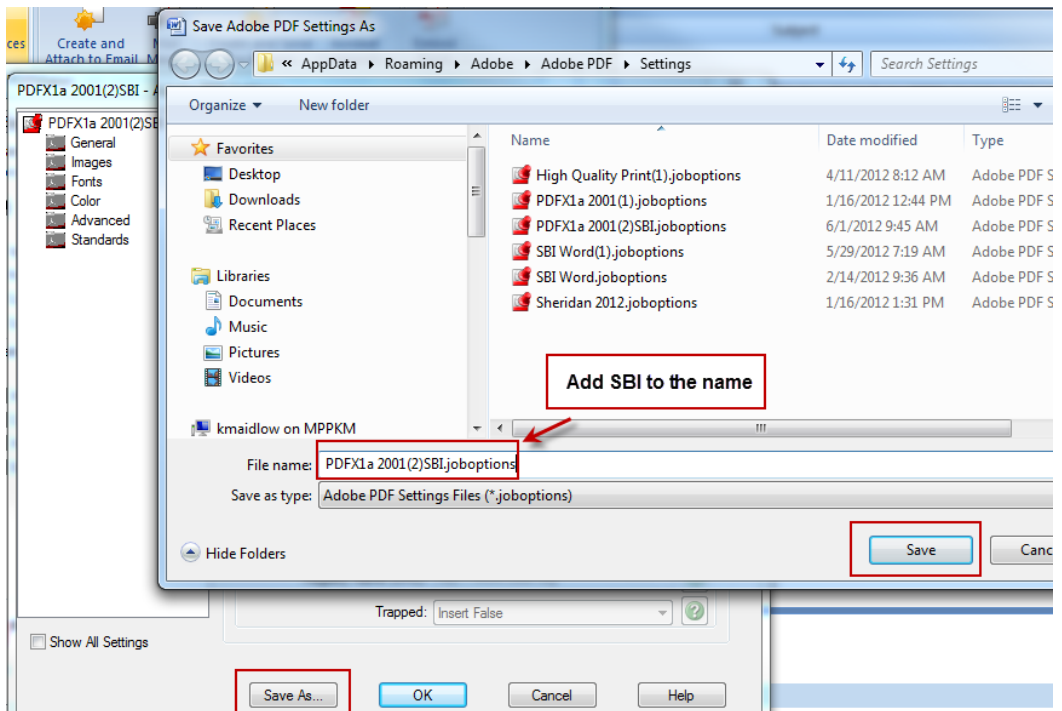16. Choose *None* from the *Compliance Standard:* drop down menu.
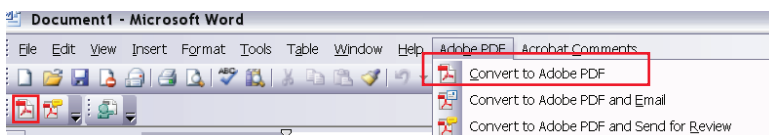17. All other settings will be grayed out.

18. Click the *Save As* button.
19. Add *SBI* to the end of the settings name.
20. Select *Save*.
21. Click *OK*.

Generating PDF
Clicking the Acrobat button in Microsoft Word will generate a PDF file using the default settings just configured.

Microsoft Word 2003

Microsoft Word 2007 and later