How to make Print Ready PDF files with all fonts embedded

when sending your file to the Printing Dept.

By Ralph Lubin **Printing & Duplicating University of Victoria** © 2004 May be reprinted for personal use only



This booklet and other information is available on our web site at: http://www.uvic.ca/print/

Note:

This manual covers making print ready PDF files from Microsoft Word on **both** Mac OS X and Windows XP operating systems using Adobe Acrobat 6 Pro.

However, creating print ready PDF files from programs other than MS Word will be very similar to what will be described here.

If you do not have Adobe Acrobat 5 or 6 (the commercial version, not the free reader) it can be purchased on campus at the UVic Computer Store for a very reasonable price.



When PDF files are supplied to Print Services improperly (fonts are not embedded) then your print job will not print correctly. Fonts will be substituted and text will reflow.

Not only will your print job look bad, but in book jobs such as manuals, pages will reflow rendering your index pages incorrect.

The following pages will show you how to avoid this common error and get perfect WYSIWYG (What You See Is What You Get) printing.

This Manual is broken into 2 parts. The first part is for users of Windows XP Pages 3-9 The second part is for users of Mac OS X Pages 10-12

If you have any questions, please don't hesitate to call Printing Services.

From Word for Windows XP....

With your .doc file open in Word, select PRINT from the FILE menu. You will see the PRINT DIALOG BOX as shown below....

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Now we're back to the Adobe PDF Document Properties Dialog Box....

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2) Click on the **OK** Button

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Distiller will generate and save a press ready PDF file from your postscript file.

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You will see the Document Properties window as shown below

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From Word for Mac OSX....

With your .doc file open in Word, select PRINT from the FILE menu. You will see the PRINT DIALOG BOX as shown below....

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PS

File to print.ps

PDF Adobe

Distiller will generate and save a press ready PDF file from your postscript file.

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