

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

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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.

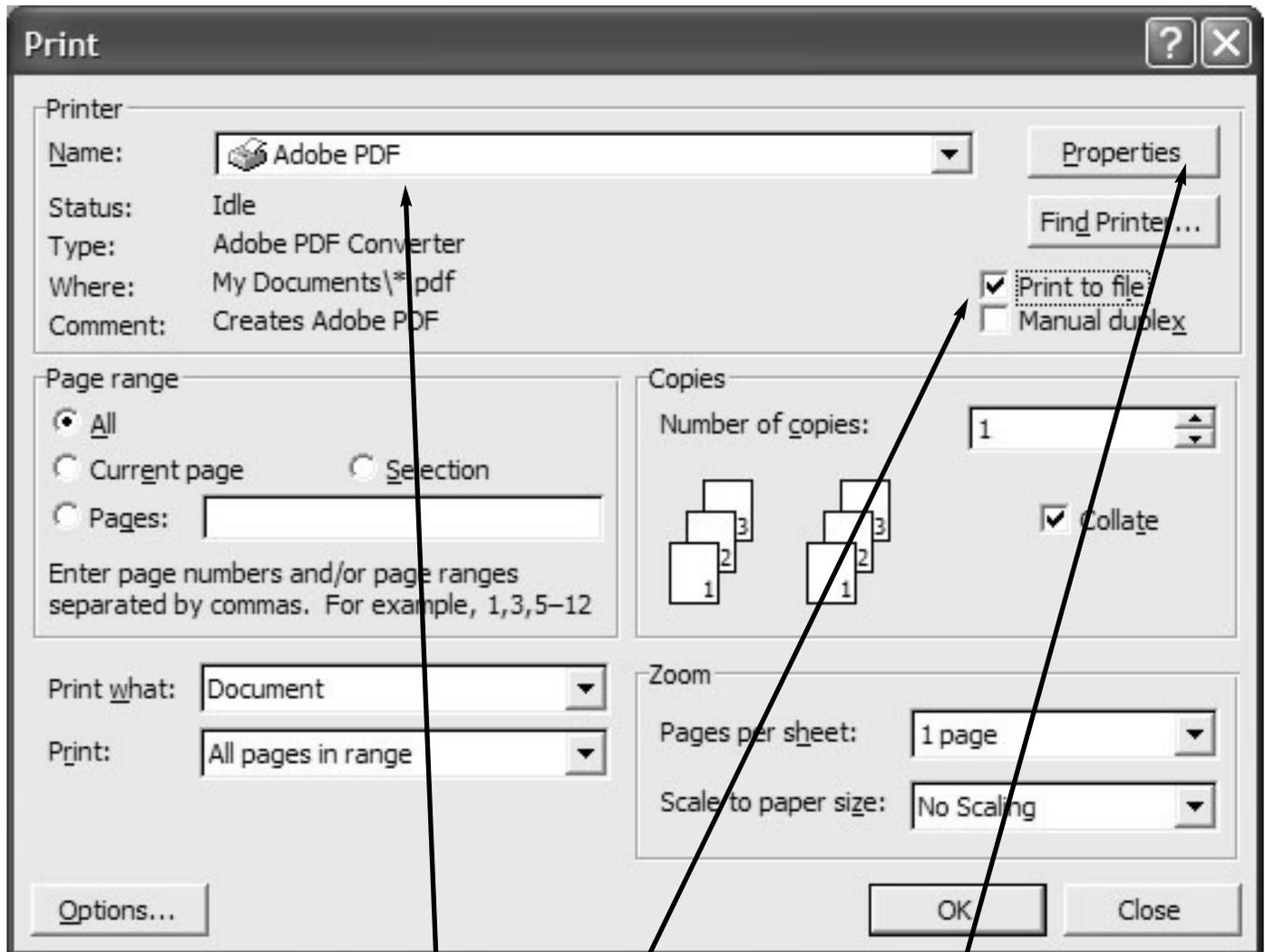
The first part is for users of Windows XPPages 3-9

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....

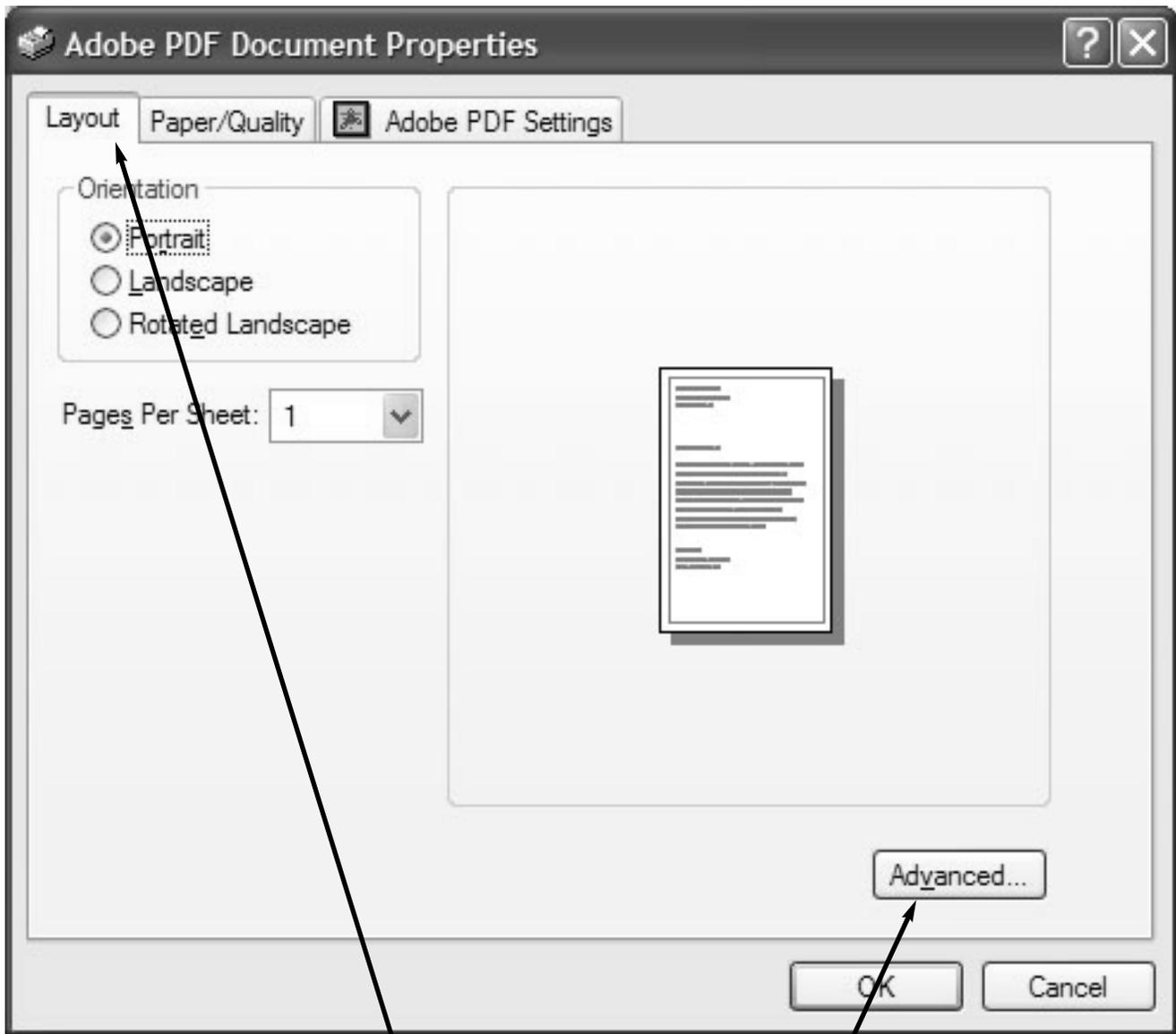
With your .doc file open in Word, select PRINT from the FILE menu.
You will see the PRINT DIALOG BOX as shown below....



1) Select the **Adobe PDF** driver

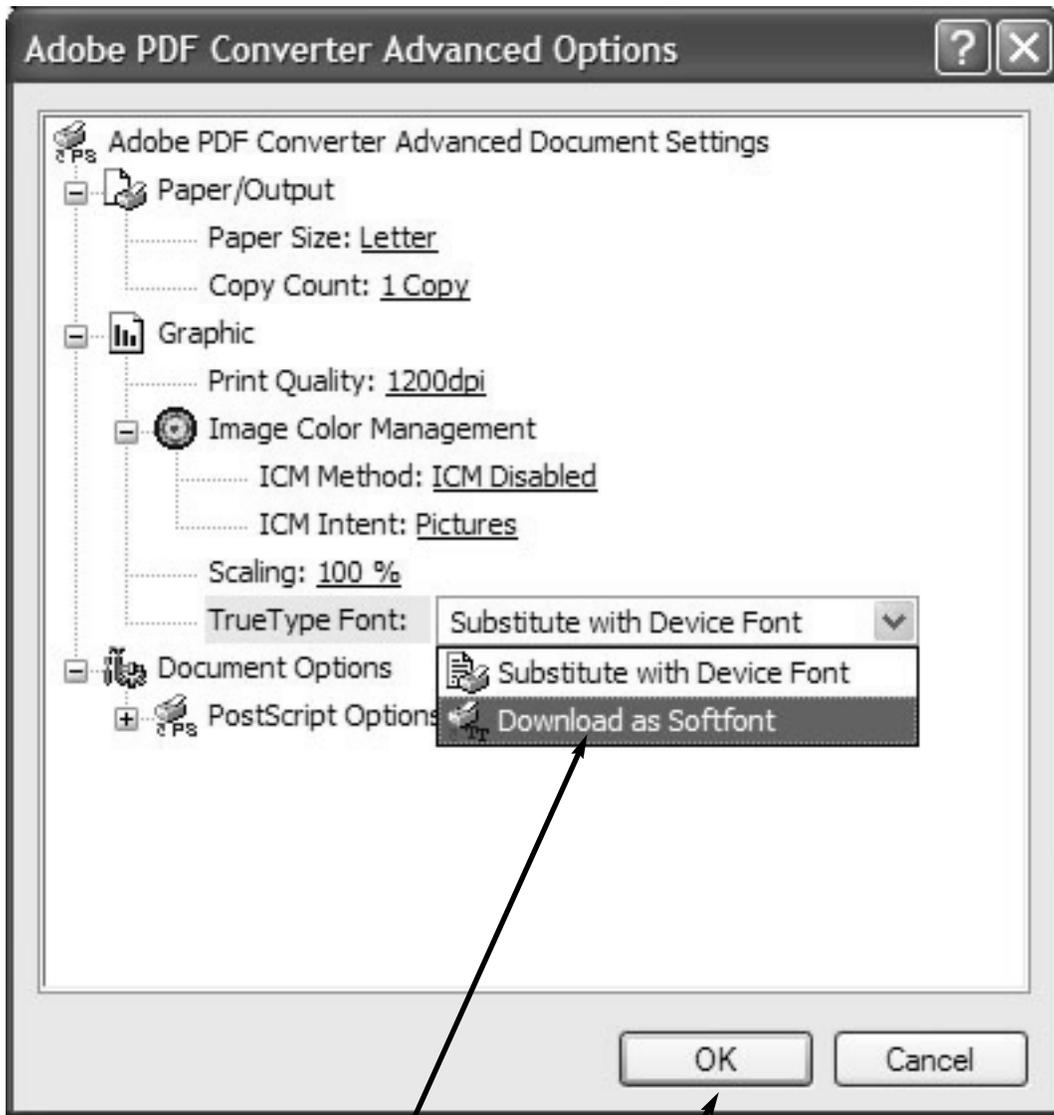
2) Select **Print to File**

3) Click on the **Properties** Button



1) Select the **Layout Tab**

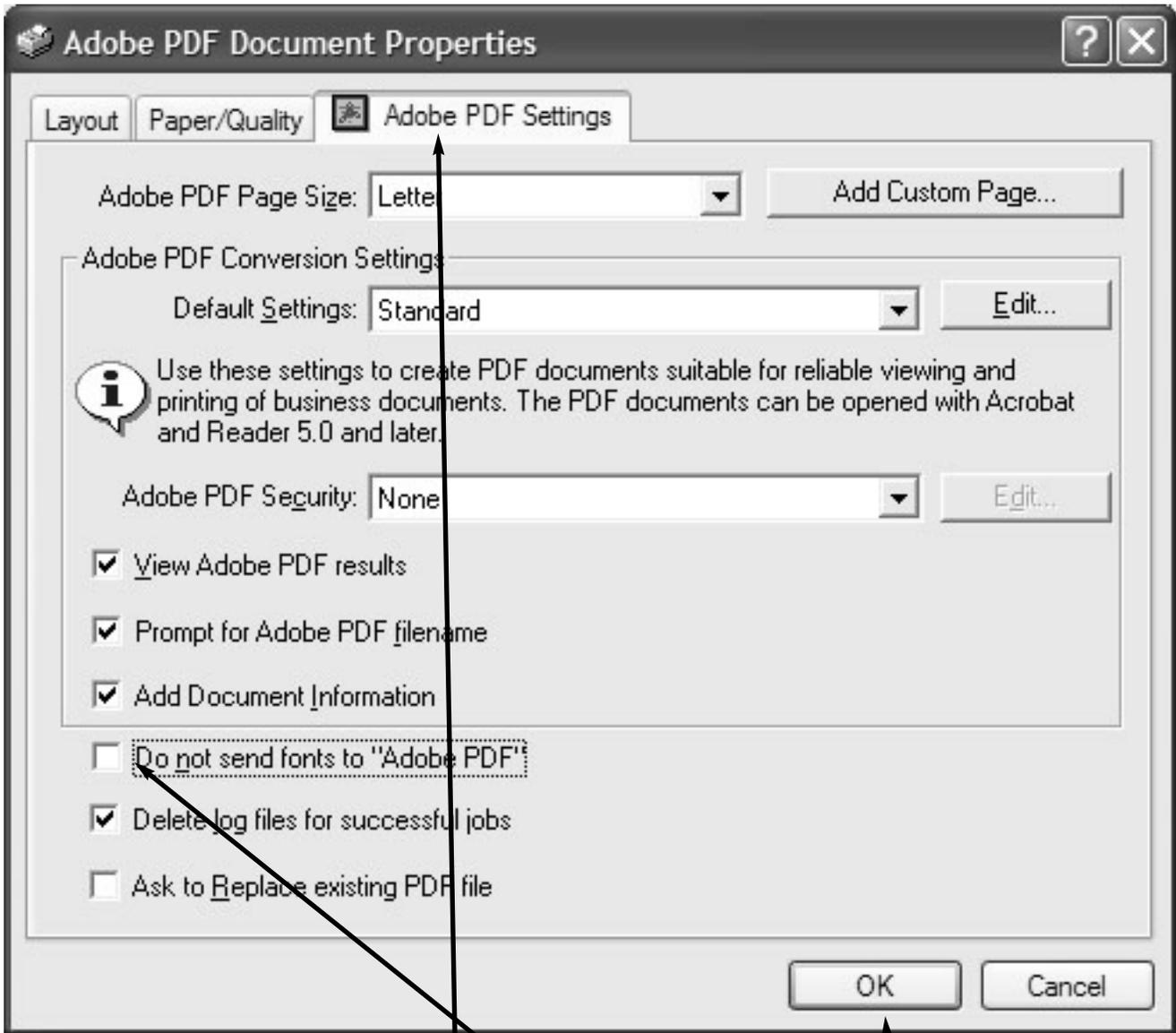
2) Click on the **Advanced...** Button



1) Select **Download as Softfont**

2) Click on the **OK** Button

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

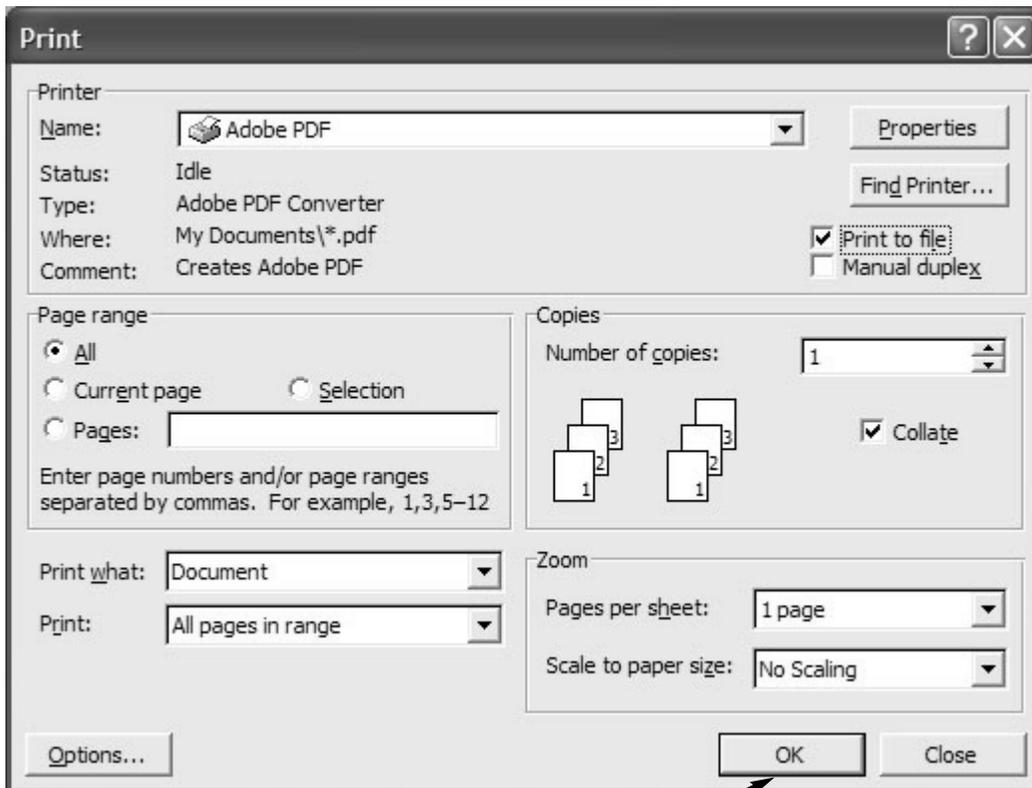


1) Select the **Adobe PDF Settings** tab

2) De-Select (or un-check) the
Do not send fonts to "Adobe PDF"

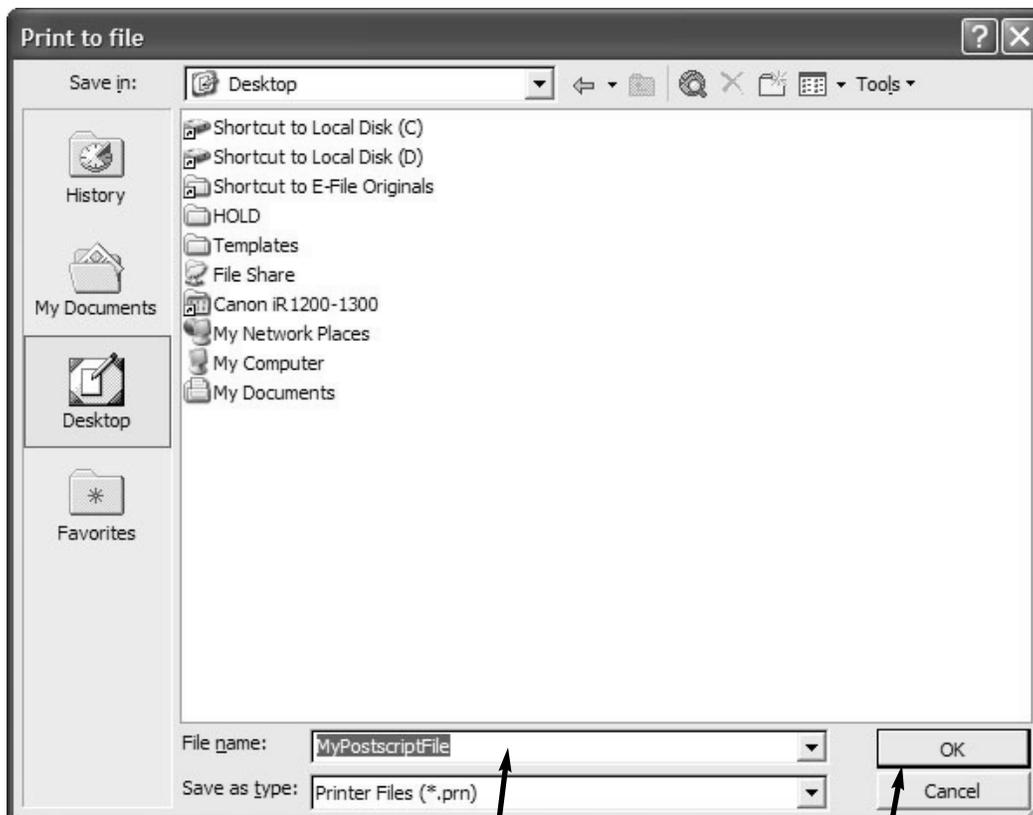
3) Click on the **OK** Button

Now we're back to the **Print** Dialog Box....



Click on the **OK** Button

The **Print to file** box shows (see below)....



1) Type in a name for your PostScript file

2) Click on the **OK** Button

You should now have a Postscript file that looks something like this



My Postscript File.prn

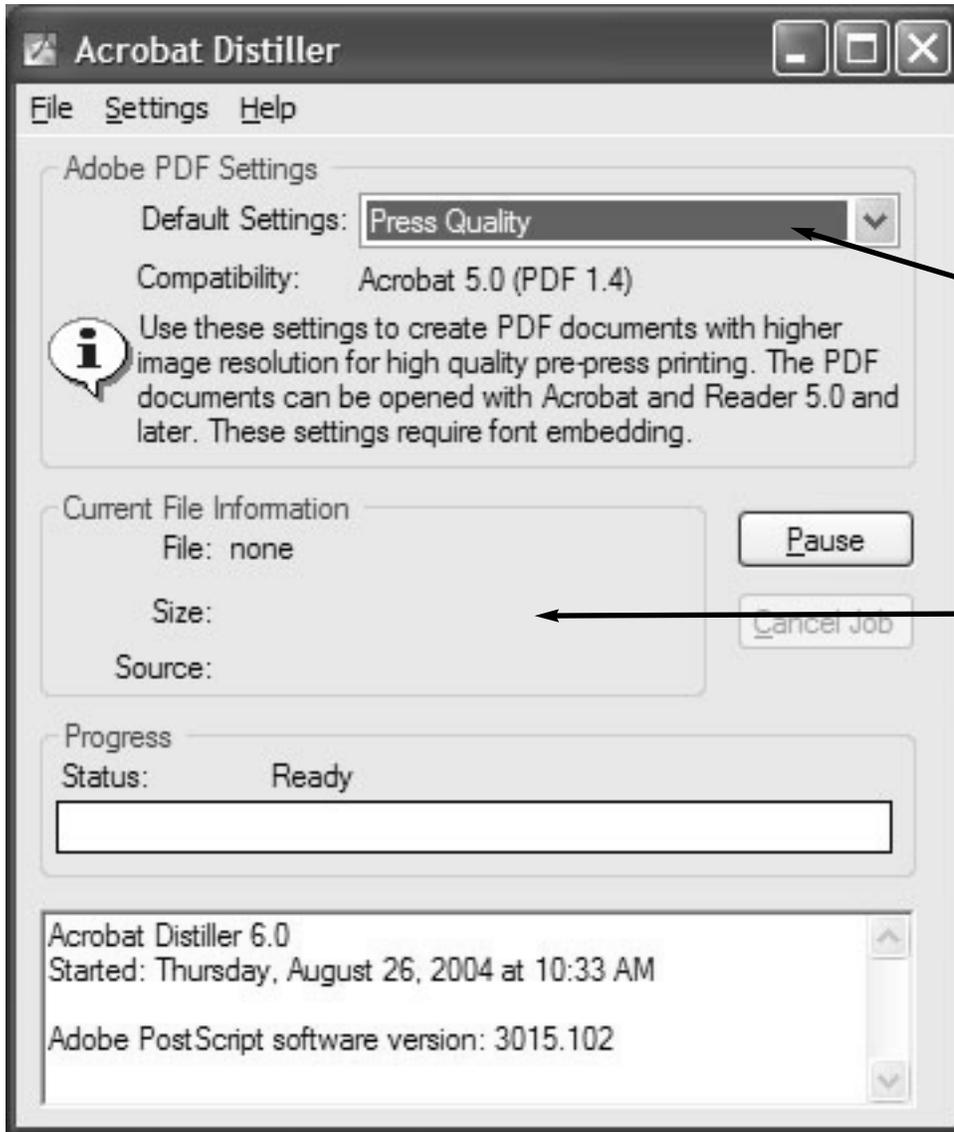
Launch Adobe DISTILLER

(a program that comes with the full commercial version of Adobe Acrobat)



Acrobat Distiller 6.0.2

You should see the Acrobat Distiller window (see below)...



1) Select the **Press Quality** settings

2) Drag your postscript file icon onto this open window



My Postscript File.prn



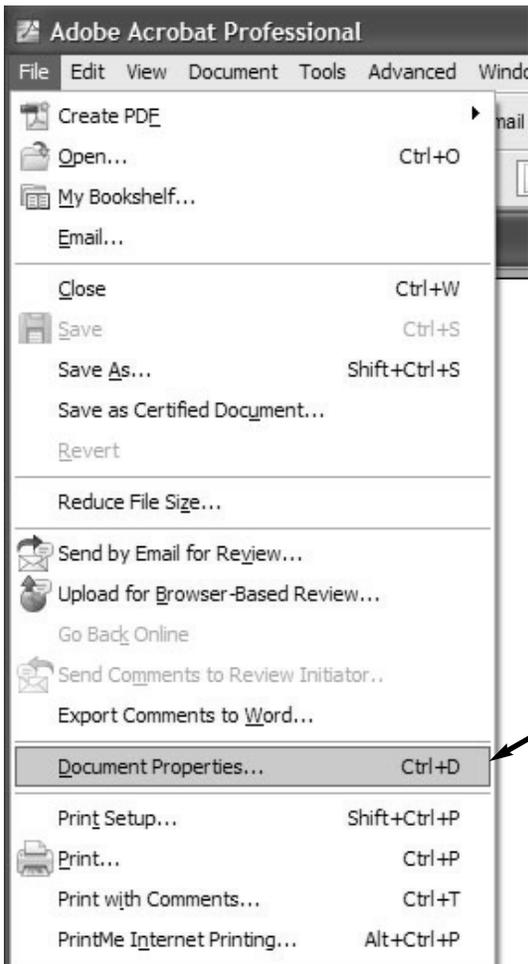
My Postscript File.prn



My Postscript File.pdf

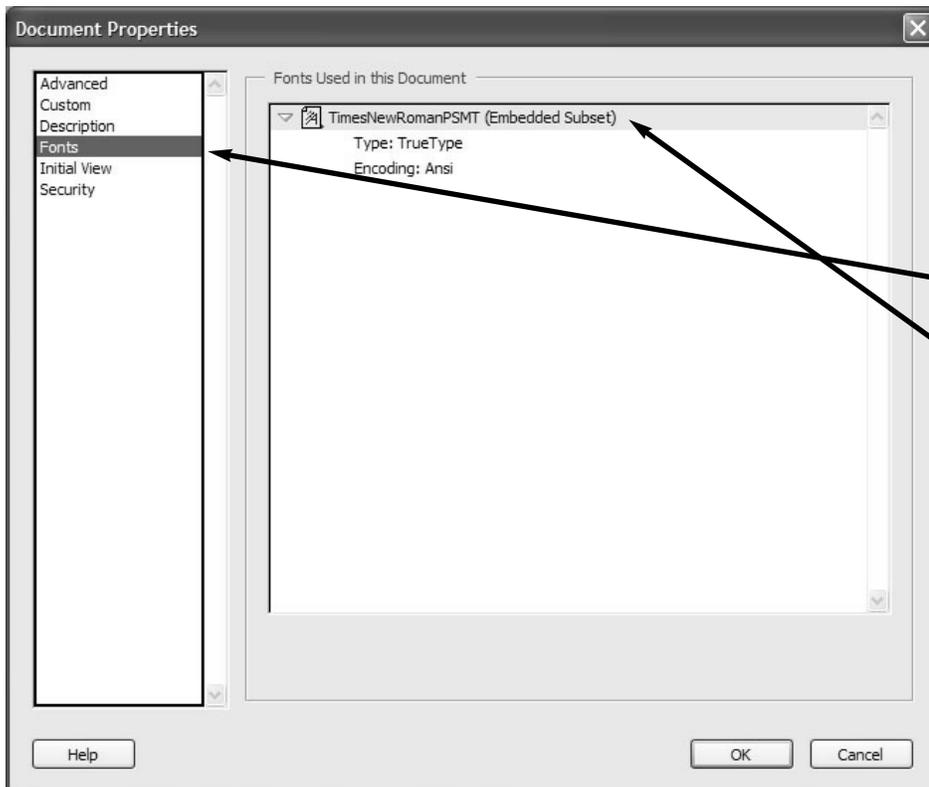
Distiller will generate and save a press ready PDF file from your postscript file.

Now Double-Click the new PDF file to open it in Adobe Acrobat.



In Adobe Acrobat, choose Document Properties... under the **FILE** menu

You will see the **Document Properties** window as shown below....



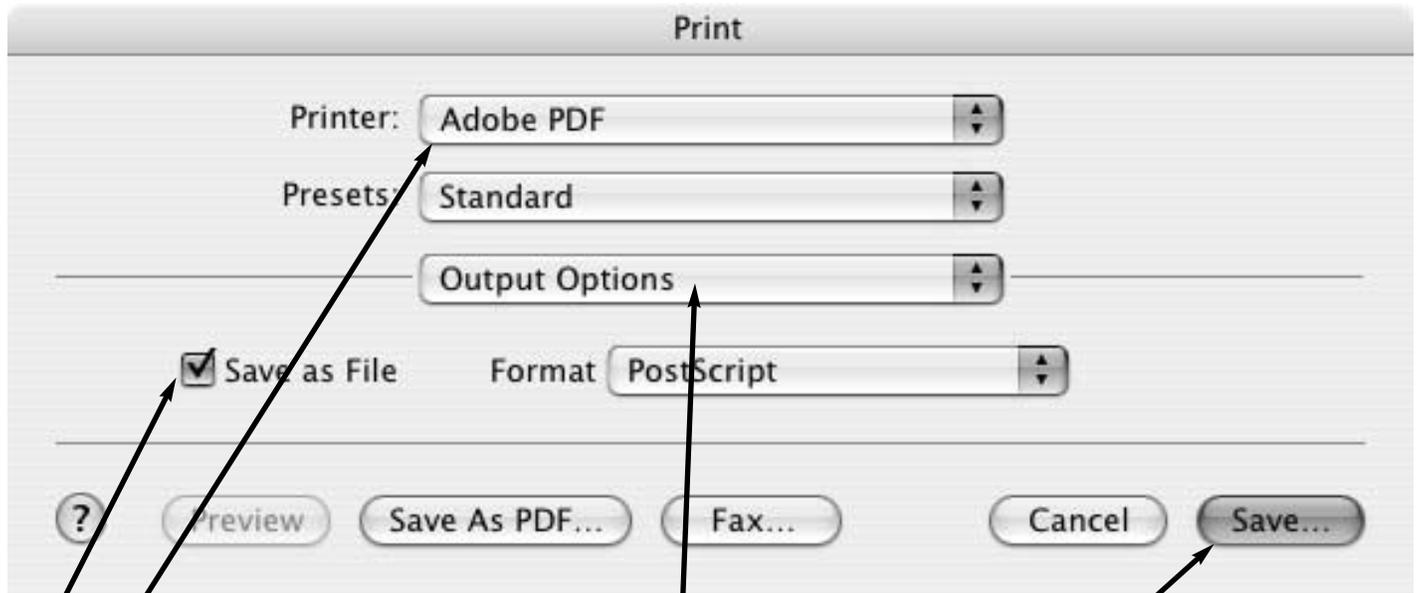
1) Click on **FONT**S

2) If you see **Embedded** or **Embedded Subset** next to every font listed, you have succeeded in creating a press ready PDF file.

You can now send your PDF file to Printing Services.

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....



- 1) Select the **Adobe PDF** printer
- 2) Select **Output Options**
- 3) Select **Save as File**
- 4) Click on the **Save...** Button

The **Save to File** box shows (see below)....



- 1) Type in a name for your PostScript file
- 2) Click on the **Save** Button

You should now have a Postscript file that looks something like this



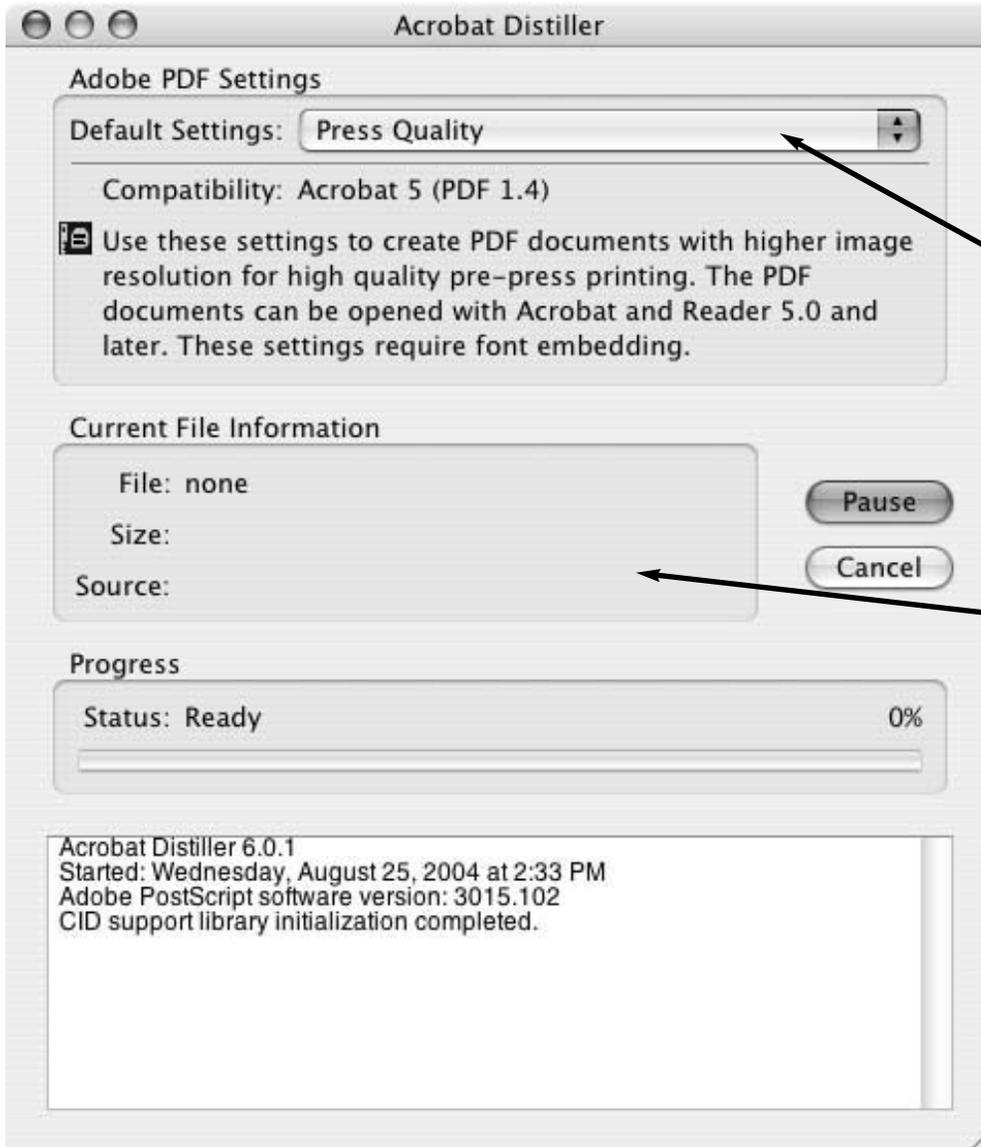
Launch Adobe DISTILLER

(a program that comes with the full commercial version of Adobe Acrobat)



Acrobat Distiller 6.0.2

You should see the Acrobat Distiller window (see below)...



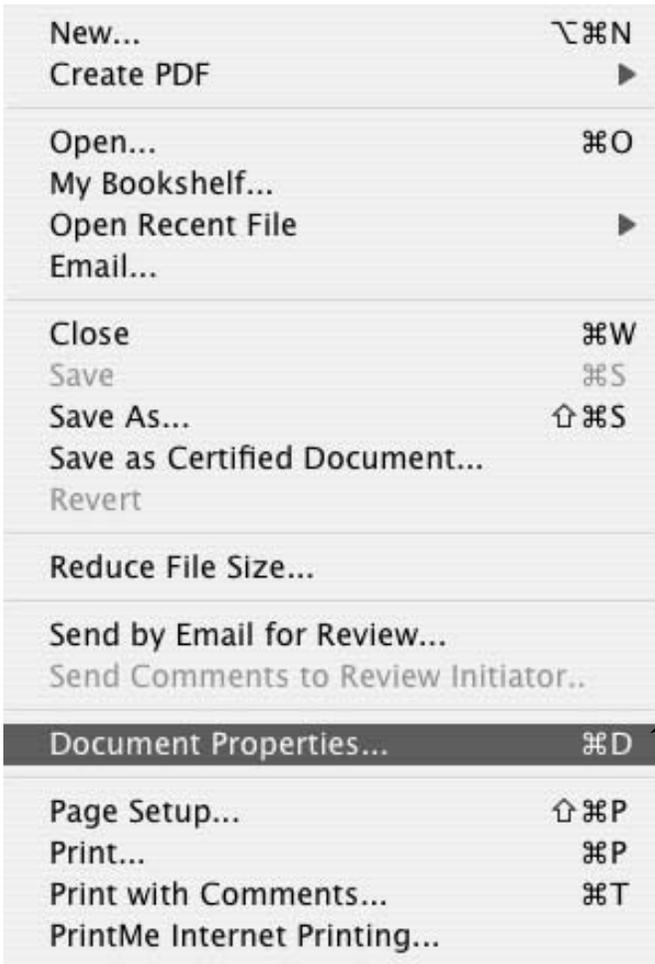
1) Select the **Press Quality** settings

2) Drag your postscript file icon onto this open window



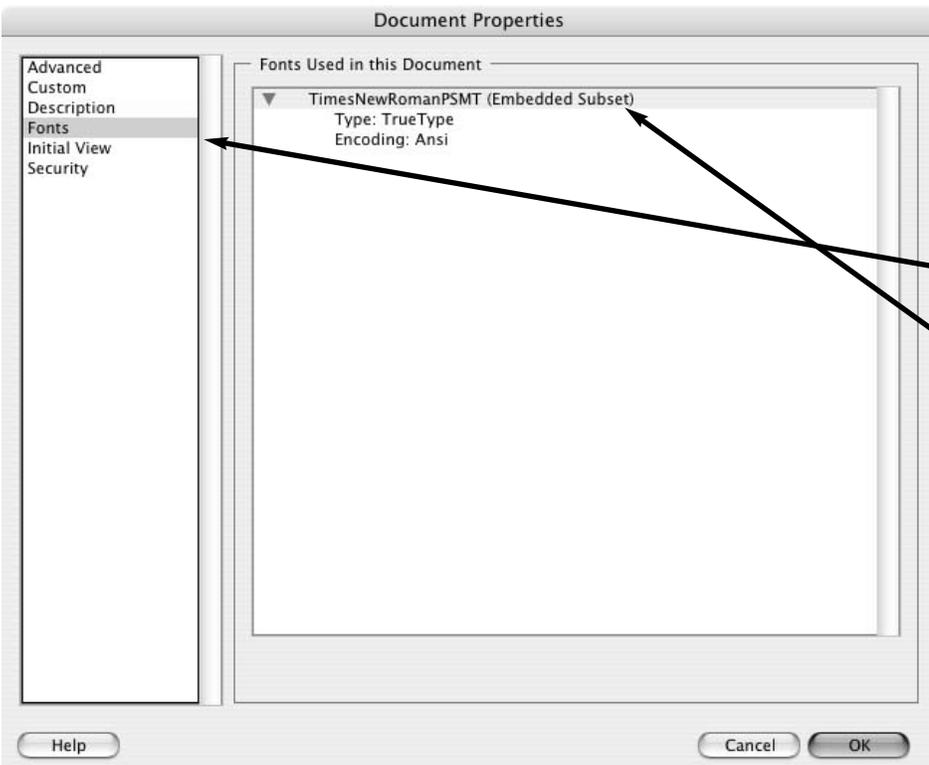
Distiller will generate and save a press ready PDF file from your postscript file.

Now Double-Click the new PDF file to open it in Adobe Acrobat.



In Adobe Acrobat, choose Document Properties... under the **FILE** menu

You will see the **Document Properties** window as shown below....



1) Click on **Fonts**

2) If you see **Embedded** or **Embedded Subset** next to every font listed, you have succeeded in creating a press ready PDF file.

You can now send your PDF file to Printing Services.