

How to make a print ready PDF with fonts embedded with Microsoft Word 2002 and 2007 **if you have** Adobe Acrobat.

Open your document to make a PDF.

Go to print file, select the printer Adobe PDF.

Select properties (upper right).

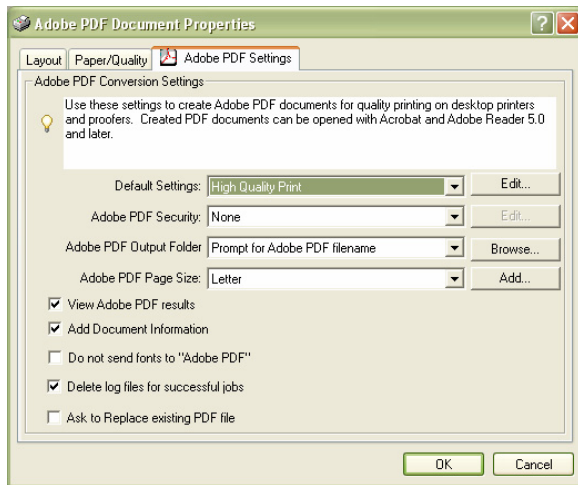
Under the Adobe PDF settings tab under default settings: select High Quality Print.

In this same area in lower left **UNCHECK**

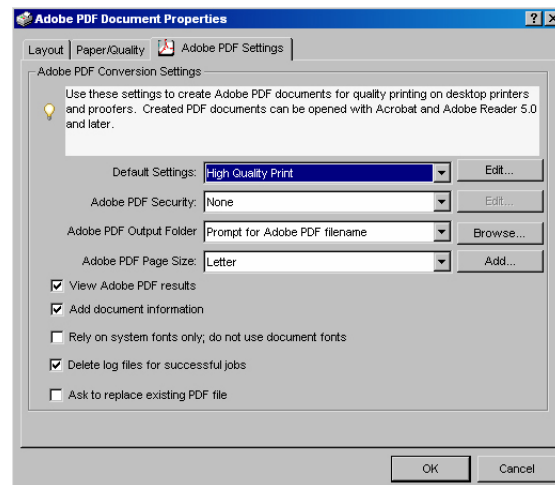
Microsoft Word 2002 Do not send fonts to Adobe PDF

Microsoft Word 2007 Rely on system fonts only, do not use document font.

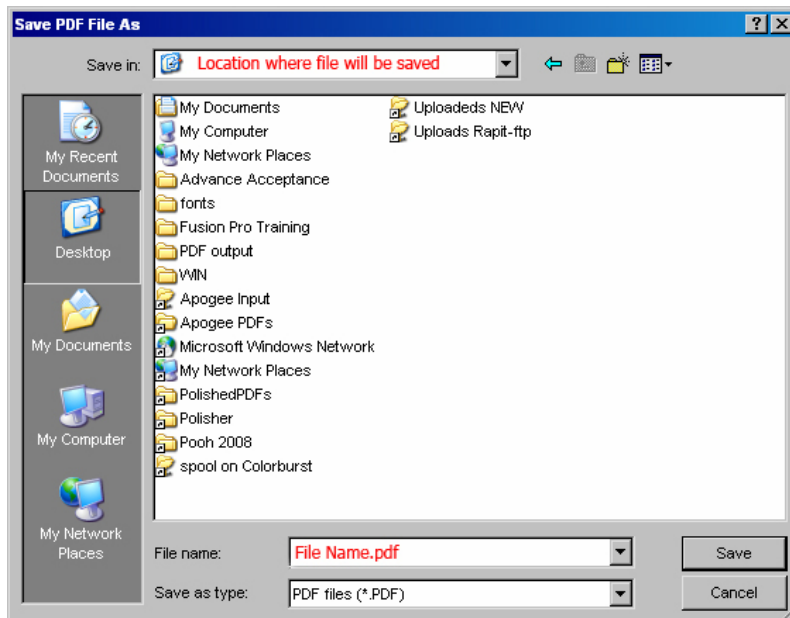
Microsoft Word 2002



Microsoft Word 2007



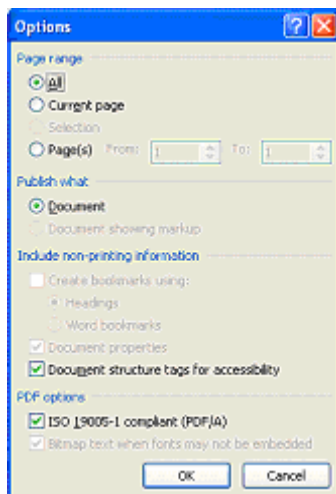
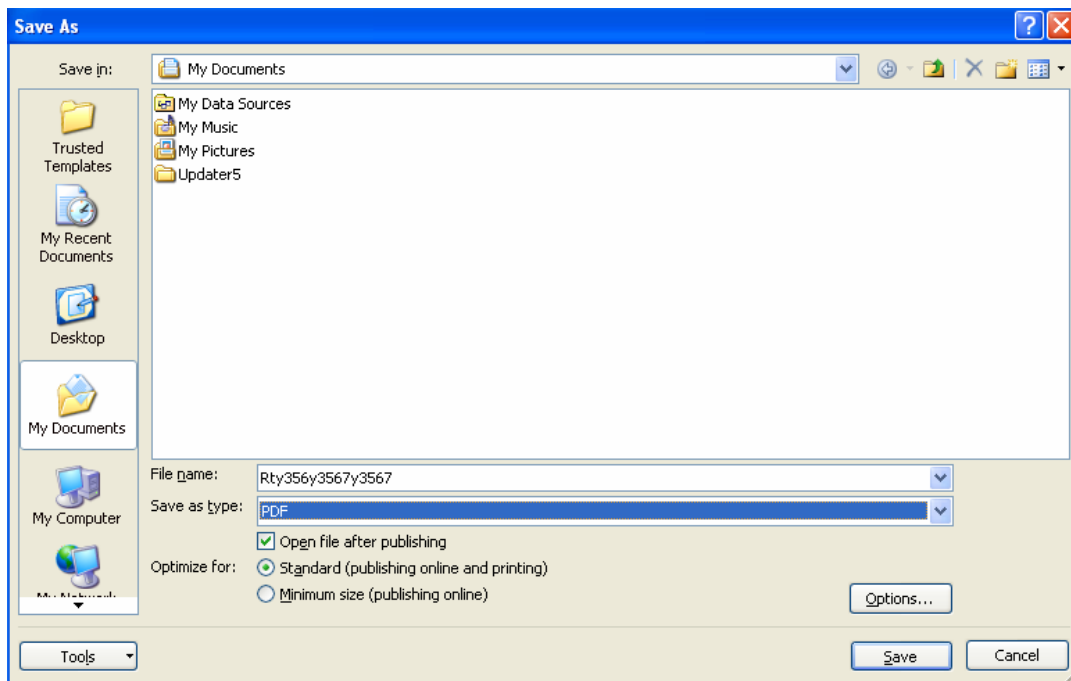
Click OK, click OK to print, this prompts you to select a location and name the file, this will produce a PDF.



All of these options will make the highest quality PDF that can be made with word. The final quality is always dependent on the quality of your graphics used in the document also some colors will change so check out your PDF carefully.

How to make a print ready PDF with fonts embedded with **Microsoft Word 2007** if you **do not** have Adobe Acrobat

Open your document to make a PDF, go to save as, for the save as type: select PDF, next by optimize for: pick standard (see below), next select the options button at the lower right and check the ISO19005-1 option (see below), name the file and save to PDF. The PDF will open.



All of these options will make the highest quality PDF that can be made with word. The final quality is always dependent on the quality of your graphics used in the document also some colors will change so check out your PDF carefully.