



# Preparing Microsoft Office® Documents for High Quality Printing

If you're using MS Word®, MS PowerPoint®, MS Excel® or MS Publisher®, you'll have to manually use Adobe Distiller® to embed the fonts. By doing this, you not only ensure the highest quality of printing, but you also efficiently decrease file size for transmitting the order which will also ultimately expedite the ordering process.

## Making a Print-ready PDF File

Because there are so many different versions of these Microsoft® products in such wide use, it is next to impossible for a commercial printer to support all versions of the native files. The answer to this dilemma is to convert your file to a more universal file type, which is PDF. Please note, that the PDF file you create must be composite - NOT separations. You will not be able to make changes via the native Office Application after you create the PDF file, so be sure to save a copy and preserve your original file.

## Steps for Creating PDF file from MS Office Programs

### Printing to a PDF file (alternative to saving as Photoshop or Adobe PDF)

1. On the **File** Menu, click **Print**
2. After adjusting the page size and scaling options, select **Adobe PDF** as the Printer drop-down menu.
3. Click the **Properties** button
4. From here you can either select your previously saved Adobe PDF Preset (from the Default Settings drop-down menu) or change the settings dynamically. To edit the settings for a new profile, click the **Edit...** button to the right of the Default Settings drop-down menu. Here are the settings that you need set (sections listed on the left of the screen):
  - a. General Section : Compatibility : Acrobat 5 (PDF 1.4) or higher
  - b. General Section : Resolution : 300 dots per inch
  - c. Images Section : Bicubic Downsampling To : 300 : pixels/inch
  - d. Images Section : for images above : 450 : pixels/inch
  - e. Image Quality : Maximum
  - f. (repeat settings c,d and e for the Color, Grayscale and Monochrome Images Sections)
  - g. Fonts Section : Check Embed all fonts
  - h. Fonts Section : Check Subset embedded fonts when percent of characters is less than 100%

- i. Color Section : Color Management Policies : Convert All Colors to CMYK
- j. Color Section : CMYK : U.S Sheetfed Coated v2 (or Uncoated if ordering on an uncoated paper stock)
- k. Advanced Section : (check the following)
  - i. Allow PostScript file to override Adobe PDF settings
  - ii. Allow PostScript XObjects
  - iii. Convert gradients to smooth shades
  - iv. Convert smooth lines to curves
  - v. Preserve overprint settings
  - vi. Overprinting default is nonzero overprinting
  - vii. Save original JPEG images in PDF if possible
  - viii. Process DSC comments
  - ix. Preserve document information from DSC
  - x. Resize page and center artwork for EPS files
5. Click **Save As...** to save these profile settings for future use.
6. Type in a name for the new profile, we suggest **ASAP Printing**
7. Set the Adobe PDF Page Size to the size of your document (select Custom if necessary)
8. With the new profile selected for **Default Settings**, click **OK** for the Adobe PDF Document Properties window.
9. Click the **Print...** button
10. Adobe Acrobat Professional will prompt you for a **file name and location** to save the new .PDF file (we recommend saving to the desktop).