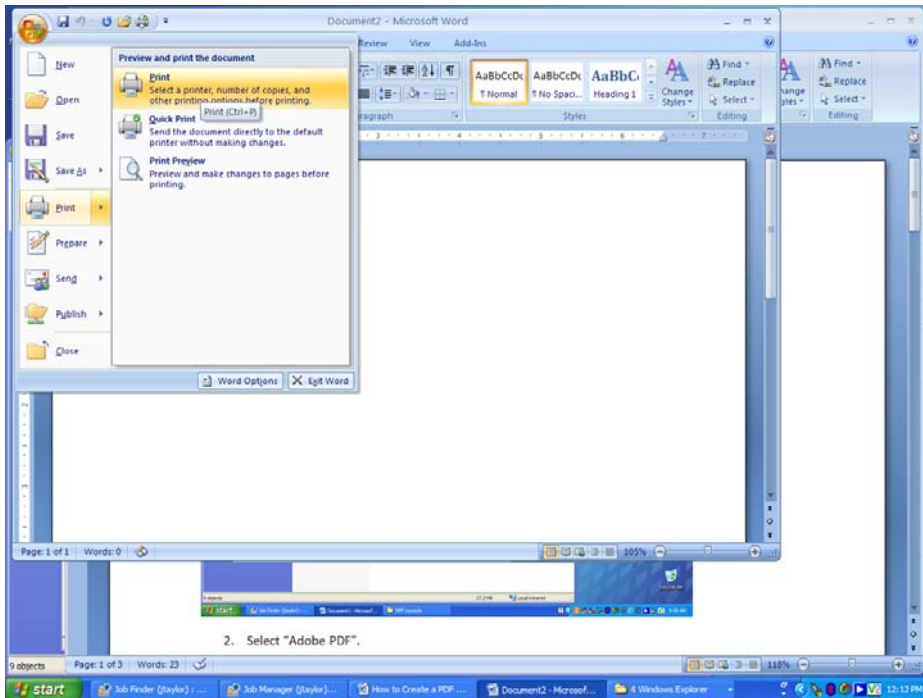




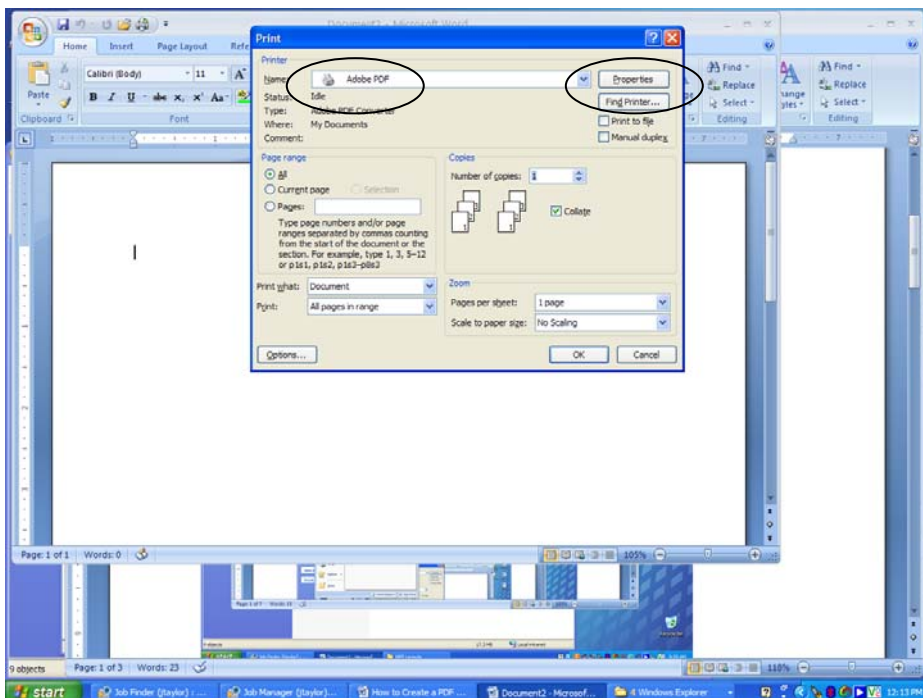
How to Create a PDF from Microsoft Word 2007:

1. Go under Print -> "Print"

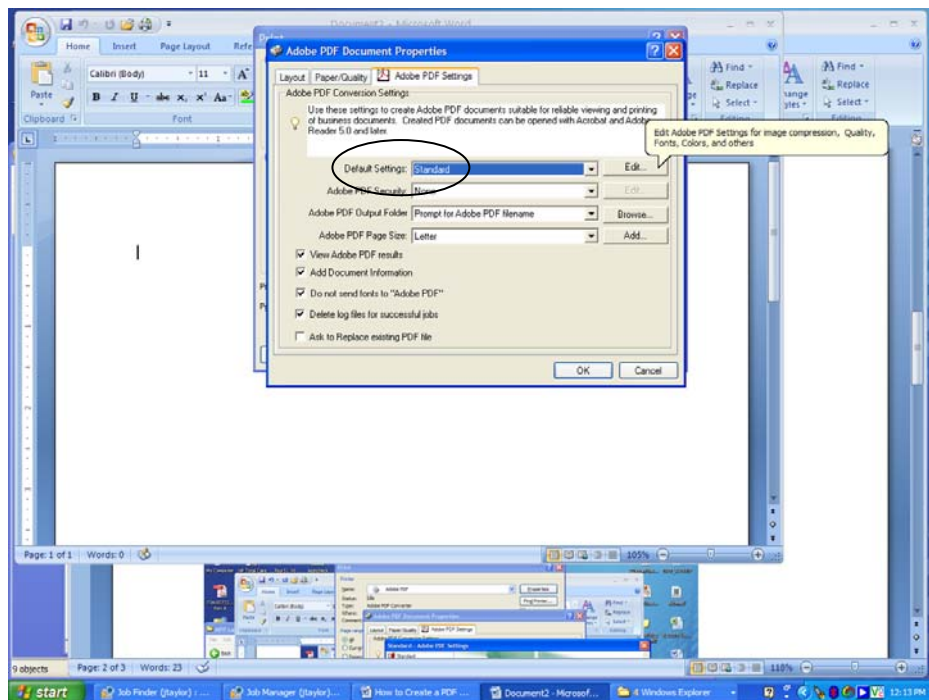


2. Select "Adobe PDF".

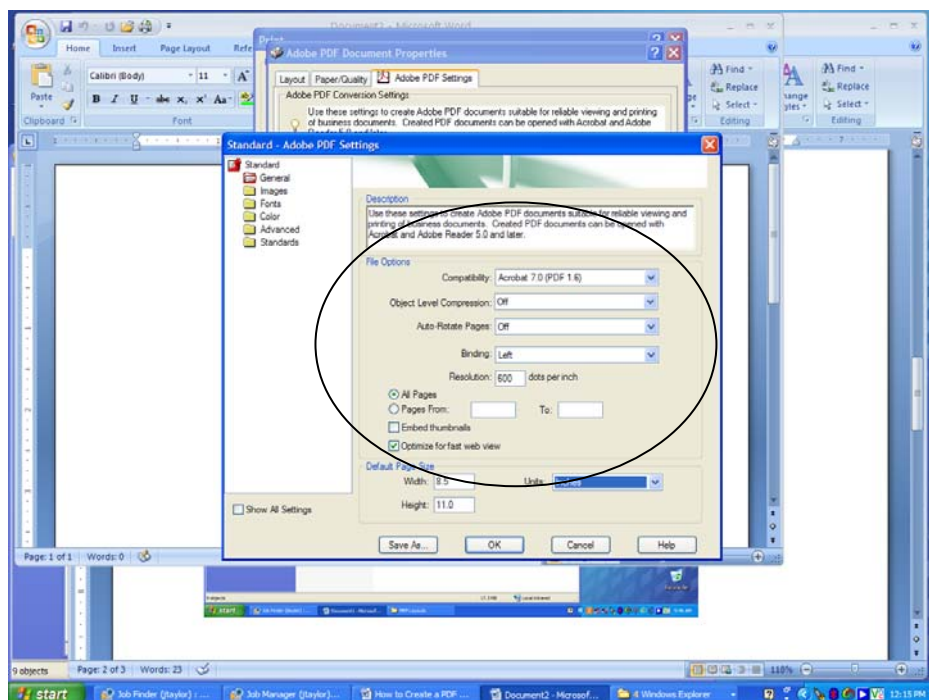
2. Select "Adobe PDF".



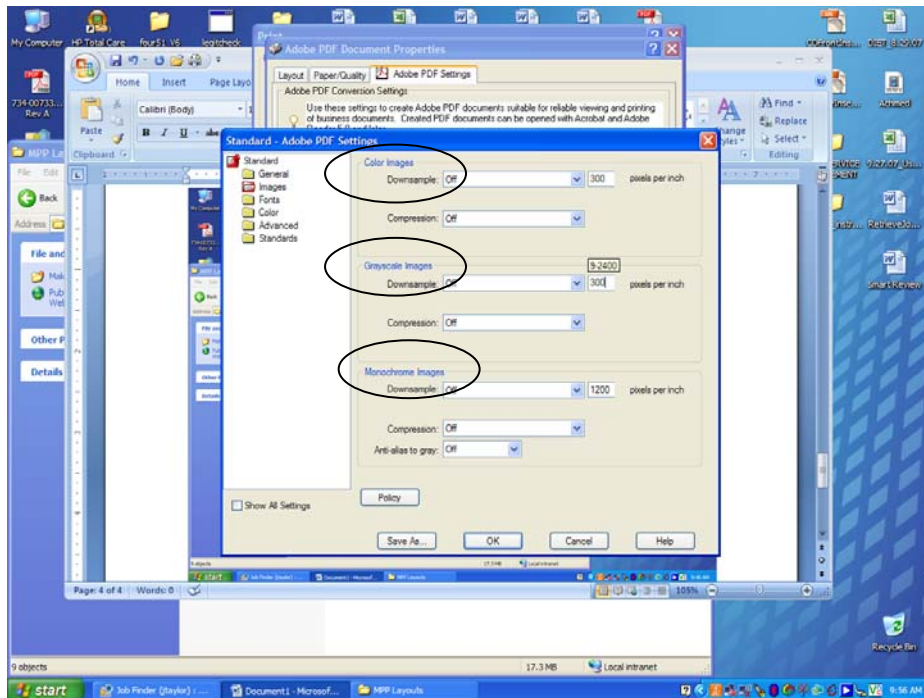
3. Click on "Properties".
4. Click on "Edit..." next to the "default settings" line.



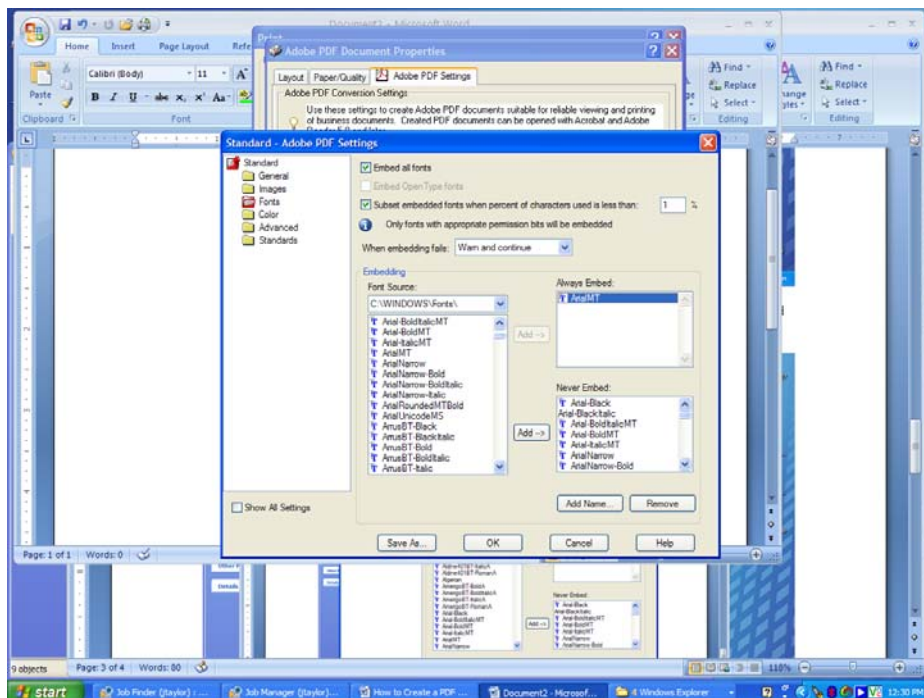
5. Under the "General" category, change the file options to :



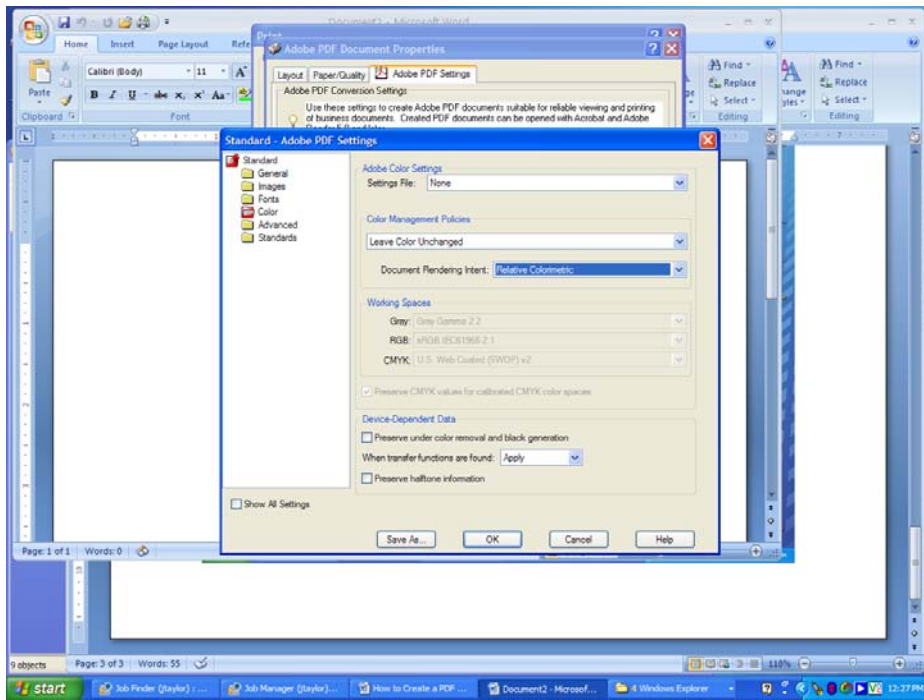
6. Under the "Images" category, change your image settings to :



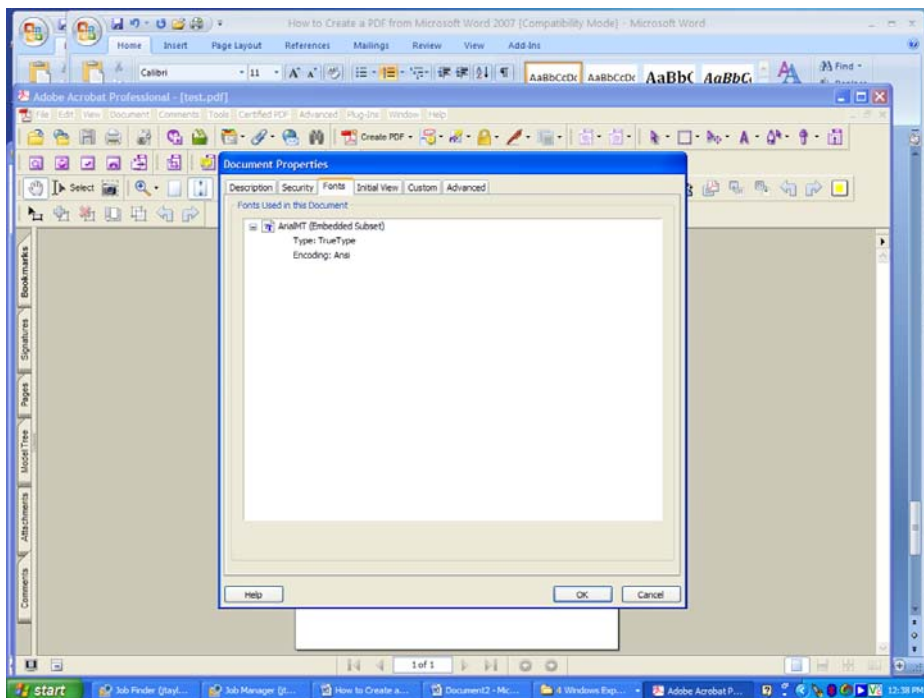
- Under the Fonts category, make sure that you select “Embed All Fonts” and “Subset embedded fonts when percent of characters used is less than 1%.”



- For Color, select these settings below: You don’t need to change anything under the advanced or standards category.



9. Save your Job Options settings (use MPP in the name so you know these are our preferred settings).
10. Now you can go to your Print -> Adobe PDF -> Properties -> Change the default settings to MPP Settings -> Click OK -> Save PDF File as....name and save your PDF file to your desktop.
11. To check your fonts, launch Acrobat and go under File -> Document Properties -> Click on the Fonts tab and your fonts should be listed with (Embedded Subset) after the name.



12. If you have any further questions about this How To guide, please call your Account Manager or Sales person. They can refer you to a contact for troubleshooting techniques and further assistance.